

Appendix M **Step-by-Step Instructions** **on Submitting Plans for Advertisement**

Projects With Construction Cost Greater Than \$35,000

- **Location of Electronic Document Templates:** G:\Admin\OLY_AD
- **Call IT Department to have software installed:** ext. 3800
- **For detailed information on this topic, refer to the “Ad-Ready PS&E” at wwwi.wsdot.wa.gov/regions/Northwest/RP&S/Engineering_Services/PS&EReview/Documents/AdReadyNov2006Final.pdf.**
- **To open links in this document, right-click and select “Open Hyperlink”**

STEP 1. Project Status Report/Construction Work Order Setup

90 Days prior to the CPMS Ad Date, your project should appear on the weekly Project Status Report (PSR), compiled by [Steve Levengood](#). For Capital Projects, all boxes on the PSR must be unchecked before a project can go to Ad. It is the responsibility of the Project Manager to notify [Steve Levengood](#) of the initial status and any subsequent changes.

In addition, the current status of pending or approved Proprietary Item Requests is also listed on the PSR. No project can go to Ad without approval of the request. Alternatively writing a performance specification, or listing 3 or more products is acceptable. (Listing 3 suppliers for a single product is not an allowable substitution.)

Cultural Resources Executive Order 05-05 (State funded) or Section 1-06 (Federally Funded) requirements must also be met before a project may be Advertised.

- Notification to Headquarters Ad & Award will occur via the Project Status Report.**
- Ad dates, with the exception of weeks with a Monday holiday, are on Mondays. In addition, projects are often not Advertised Christmas or New Years week.
- Bid openings, with the exception of some weeks with a holiday, are on Wednesdays. In addition, bids are often not opened Christmas or New Years week.
- The Contract Ad and Award office must receive the package by the Wednesday before the planned ad date.
- Seven weeks before advertisement, ensure the budget office has received approval for the Federal or state funds, or document package (NEPA, Design Approval, Project Development Approval, STIP inclusion, Biological assessment, Section 106) for FHWA funding obligation. Verify with the Budget Office that the work order is in the CAPS queue five weeks before advertisement. Until this happens, the contract cannot be advertised. If this step is not complete, check every week until you have verified it is complete.

- f. Two weeks before advertisement, prepare a memo to the Contract Ad and Award office (PBX: 7017), using the template Notification Memo.doc. This memo is included with the PS&E package that is sent to Olympia. If federally funded, specify the grant originator (FHWA, FTA, DHS etc.)
- g. As described in Appendix 1 of the *Advertisement and Award Manual* M 27-02, all projects must have formal approval action in order to be Advertised. In the event of outstanding issues, the Project Manager must justify the decision to Advertisement and receive concurrence from the Director of Terminal Engineering. The applicable risk level must be identified on the transmittal memo.
- h. Indicate the period of time to advertise.
- | | |
|---|----------------|
| <u>< \$50,000 (State Funds Only)</u> | <u>2 weeks</u> |
| <u>< \$50,000 (Federal Funds)</u> | <u>3 weeks</u> |
| <u>\$50,000 – \$1,000,000</u> | <u>3 weeks</u> |
| <u>\$1,000,000 – \$3,000,000</u> | <u>4 weeks</u> |
| <u>> \$3,000,000</u> | <u>6 weeks</u> |
- i. Include contract number, proposed advertisement date and requested bid opening. Submit electronically, and copy the CAPS (printing) office at caps@wsdot.wa.gov. Include a copy of the E-Base estimate.
- j. For projects with construction cost between \$35,000 and \$200,000, the Project Manager has the option of advertising on the Small Works Roster. The Contract Ad and Award office should be advised whether or not to use that option.
- k. The addendum deadline is the Friday 2 weeks prior to the bid opening date.

STEP 2. Notify Environmental Permitting Staff

- a. Notify the Environmental Permitting staff of the approaching Ad date and provide the Environmental Permitting staff with the type of funding (state, federal, or both) and a project description.
- b. Verify all permits will be obtained prior to the Ad date

STEP 3. Complete the Design Approval

- a. See [Chapter 220](#). Prior to submitting Design Documentation Approval and Project Development for signature approvals (see [Appendix U](#) of the TDM for cover sheet/approval examples), give to [Steve Levengood](#), and address all comments. Design Approval must be received before the project can go to Ad and is required to receive FHWA funding for construction. Notify [Steve Levengood](#), who will note its completion in the Project Status Report, once approval is received.


STEP 4. Complete the Project Development Approval

- a. See [Chapter 220](#). Prior to submitting Project Development for signature approvals (see [Appendix U](#) of the TDM for cover sheet/approval examples), give to [Steve Levensgood](#), and address all comments. Project Development Approval must be received before the project can go to Ad and may be granted before all permits are received. Notify Steve Levensgood, who will note its completion in the Project Status Report, once approval is received.

STEP 5. Compile Plan Sheets

- a. Plans Preparation: Refer to WSDOT [Plans Preparation Manual](#) M 22-31 and TDM [Division 8](#) for more detail.
- b. The construction phase Federal Aid (FA) number, if applicable, is required to be printed on only the index sheet of the plan set.

STEP 6. Compile WSDOT Amendments and General Special Provisions

- a. Compile WSDOT Amendments and General Special Provisions. The most recent are found at the Project Development website under “Amendments/GSPs.” www.wsdot.wa.gov/design/projectdev
- b. Go to the www.wsdot.wa.gov/publications/fulltext/projectdev/manuals/PS&EManual.pdf link and follow the instructions on assembly of GSPs.
- c. For marine structures and items specific to ferry terminals, refer to the Regional General Special Provisions in [W:\PSE\New Names\Ferries\RGSPS](#).
- d. Environmental permits must be attached as an appendix to the Special Provisions.
- e. Geotechnical data such as boring logs must be attached as an appendix.
- f.  All Proprietary/Sole Source Items must be approved by [Greg Lippincott/ASDE](#) prior to Ad. The alternative is either a performance spec or listing 3 sources. (Listing one source then stating “or approved equal” is not allowed.) See Section 700.01(5) of the WSDOT [Plans Preparation Manual](#) M 22-31 for more information.
- g. Project specific special provisions and modifications to GSPs or RGSPs require prior approval. Final approval for most special provisions will be from HQ, and need to be submitted no less than 2 weeks prior to Ad. Effectively, this requirement means that the special provisions must be finalized (other than issues arising from the final approval) 2 weeks before Ad.
- h. Federally funded projects must meet *Buy America* or *Buy American* (generally only applies to Security projects) requirements. See [Chapter 220](#) and [Appendix Y](#) for more information.

STEP 7. Prepare Estimates

- a. At the Project Development site, www.wsdot.wa.gov/design/projectdev, select links in the “Engineering Apps” menu. Historical bid items are available in several formats.
- b. Store all project estimate files in your project directory.
- c. Use the E-Base software for compiling bid quantities. Directions can be found at the [Project Development](#) site. Select “E-Base” in the “Engineering Apps” menu.
- d. Have the [Chief Estimator \(Steve Levengood\)](#) review the estimate, including PIN, SR number, and Fed Work Type in Ebase.
- e. Fill in all fields of the E-Base file, with the exception of the contract number.
- f. Prior to submittal of Work Order Request (Step 12), give copy of Summary of Quantities (and Quantity Tabulation Sheets, if used on the project) to CAD Group for quantity review, when applicable.

STEP 8. Conformance with Project Funding

- a. **State Funds** – MWBE Goals are required. Electronically submit memo to request goals for MWBE with MWBE - when State Funds.doc five weeks before advertisement. Cesar Mayor (PBX: 3732) will forward to the WSDOT Office of Equal Opportunity in Olympia (PBX: 7092). **Attach a PDF of the E-Base estimate and the Special Provisions.**
- b. **Federal Funds** – Training Goals are required. Electronically submit memo to request goals for training hours with Training-when_Federal_Funds.doc five weeks before advertisement. Cesar Mayor (PBX: 3732) will forward to the WSDOT Office of Equal Opportunity in Olympia (PBX: 7092). **Attach a PDF of the E-Base estimate with all prequal codes filled in, and the Special Provisions.**
- c. **FHWA Funds** – Refer to WSDOT [Advertisement and Award Manual](#) M 27-02
- d. **Both State and Federal Funds** – as per **Federal Funds** above.
- e. **FHWA, FTA, DHS (etc.) Federally Funded Projects** – In Memo Template to Contract AD & Award, specify source of Federal Funds, and state that applicable federal provisions must be included with the project documents.

STEP 9. Send Plan Set to the Construction Group to Review

- a. Deliver two (2) copies of the 90 percent PS&E to [John Callahan](#) (PBX: 3755) in the construction group for review, and bottom-up construction engineering estimates.

STEP 10. QA/QC Your Specs one last time before AD

- a. Right before your AD submittal to Olympia, ensure that the latest Amendments are reflected in your specs.
- b. Go through your Special Provisions and compare them with Amendments that are written about the same section of the *Standard Specifications*. Ensure that there are no conflicts or points of confusion between the two.

STEP 11. Prepare QA/QC Form

- a. On completion of PS&E, and prior to sending the set to the Contract Ad and Award Office in Olympia, check off and submit the QAQC sheet PS&ETurn-In_QA-QC.doc.
- b. Turn PS&ETurn-In_QA-QC.doc into the Terminal Engineering director for signature, along with the final plan set.

STEP 12. Lock E-Base Estimate

- a. E-Base estimate must be locked before project can be advertised.
- b. Ask lead estimator [Steve Levengood](#) (PBX: 8553) or office engineer [Rachel Waitt](#) (PBX: 3944) to lock the estimate.
- c. If you need assistance or if [Steve Levengood](#) or [Rachel Waitt](#) is not available, call the E-Base help extension (PBX: 7456).

STEP 13. Submit Construction Work Order

- a. Enter the project budget and estimate summary information in the “Budget Check” tab of the [Terminal Estimating Spreadsheet](#).
- b. Update the Primavera schedule with the construction estimate, contingency, and construction engineering costs.
- c. Request authorization via email for a new construction work order from TE_WorkOrders@wsdot.wa.gov. Include backup (Primavera schedule printout, Construction Work Order Estimate, E-Base estimate, documents for NEPA, NMFS/USFW, Design Approval, Project Development Approval, Biological Assessment, Section 106, State force work description, HQ Project summary approval, Proviso Information, and RW certificate if exists).

STEP 14. Transmit PS&E Package

- a. Print and attach a copy of the memo sent to the Contract Ad and Award office (Step 5), and send a PDF copy of the memo CAPS at the email address on the bottom of the memo template. Indicate source of funds. For Federally funded projects, applicable FHWA, FTA DHS etc. provisions must be included in the contract documents (See Step 7 above).
- b. Fill in the electronic [Form 221-019](#) and print it out. Transmit the Final Check Sheet with the package.
- c. Transmit the package to:

**Transportation Building
Contract Ad and Award Office, Room 1A-23
310 Maple Park Avenue SE
PO Box 47300
Olympia, Washington 98504-7300**

STEP 15. Review Printed Contract

- a. When advertising begins, the CAPS Office will print the Contract and send copies back to the Project Manager. Review the entire set.
- b. If there are any omissions or mistakes, issue an addendum through the Contract Ad and Award office using this addendum template: Addendum_Template.doc.