

DISTRIBUTION MATRIX

ROLE	NTTA/CONSULTANT	ADVERTISED SET	BID SETS (PRINT)	BID SETS (ELECTRONIC)	CONFORMED PROPOSAL (PRINT)	CONFORMED PROPOSAL (ELECTRONIC)
NTTA Plan Room	NTTA		1 Bound, 1 Loose		1 (original)	
Corridor Manager	Consultant	3	1		1	
Construction Manager (2 - 5 sets based on job size. Can request add'l sets with prior approval of Corridor Manager)	Consultant	1	2 - 5		1	
Corridor Construction Manager	Consultant		1			
PMO Construction Manager	Consultant	1	1		1	
PMO Construction Procurement Engineer	Consultant	1				1
Procurement	NTTA (Proposal Book Only)	1				
Business Diversity	NTTA (Proposal Book Only)	1				
Contractor	Consultant		1	1	2 (original)	
Material Testing firms (QC, QA, CRV, TxDOT). Required when project has prefabricated materials inspection (beams, walls, guardrail, signs, etc.)	Consultant		3 - 4 (TxDOT 1 -2 if necessary)	upon request		
Independent Assurance	Consultant		1			
Design Section Engineer	Consultant		1			
PMO Visual Quality	Consultant		1			
Utility Coordinator	Consultant		1			
ROW Coordinator	Consultant		1			

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PMO Design	Consultant		1			
PMO Shop Drawing Review	Consultant		1			
PMO Environmental Compliance Team	Consultant					
Corridor Environmental Compliance Team (when applicable)	Consultant					
Maintenance	NTTA		1			
IT Department (when applicable)	NTTA					
MSE Wall Engineer (when applicable)	Consultant		1			
TxDOT District (when applicable)			1			
Other Stake Holders (when applicable)			1			
EPDS				1		1
Total sets		8	21 - 25	2	3 originals, 3 copies	2

1. Executed wet-ink Proposal Book: 1 copy is filed with NTTA's Contract Management, 2 copies will be distributed to Contractor, and 1 copy will be filed in the NTTA plan room
2. An electronic copy of the Bid Set will be uploaded on EPDS and the online plan room website.
3. Electronic Bid Sets will be provided as shown above. Others may access it via EPDS.

Definitions:

Advertised Set: Original proposal book and construction plans used for bidding.

Bid Set: Advertised Set + addendum and bid clarifications as issued by the Authority and posted on Online Plan Room.

Conformed Proposal: Includes signed contract documents, executed bonds (bid, payment, performance, warranty and retainage), signed addendum acknowledgements, signed proposal, signed required forms, contractors unit price summary, NTTA's bid tabulation, insurance certificates and BOPP participation forms

Addendum: Changes made prior to bid opening.

Amendment: Changes made between bid opening and contract execution.

Revisions: Changes made after execution of the Conformed Proposal.