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Title: Construction Bid Tabulation Analysis		

1.0 PURPOSE:

The purpose of this document is to define the bid tabulation process for analyzing construction bid tabulations and recommending and approving the lowest responsible bidder.

2.0 RESPONSIBILITIES:

- 2.1 Corridor Manager/Project Manager (CM/PM) – The Corridor Manager or Project Manager is responsible for submitting bids for review and final approval.
- 2.2 Program Controls Manager – The Program Controls Manager shall forward the comments and recommendations made by the Estimating Manager to the CM or Project Manager.
- 2.3 Estimating Manager – The Estimating Manager shall assign an estimator to convert the bid tab into the estimating analysis format. The Estimating Manager shall review the bids and provide recommendations to accept or reject the lowest responsible bid.
- 2.4 Estimator – The Estimator shall convert the bid tabulations in the estimating analysis format and return the bid tabs to the Estimating Manager for his / her review.

3.0 SCOPE/APPLICABILITY:

This procedure shall apply to all construction bid tabs on NTTA projects and corridors.

4.0 REFERENCES:

- CA-07 Procurement – Design Bid Build Construction
- PC-01 Corridor and CIP Project Scope

5.0 DEFINITIONS & ACRONYMS

6.0 PROCEDURES:

- 6.1 The Corridor Manager or Project Manager shall forward construction bids for a project to the Estimating Manager for review and comparison allowing 5 working days for completion.
- 6.2 The PMO Estimating Manager receives the construction bid tabulations and assigns an estimator to the project.

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- 6.3 The estimator shall convert the bid tabulation into the estimating bid analysis format, review each line item for unusually high or low bid prices, and forward the results to the Estimating Manager.
- 6.4 The Estimating Manager shall perform a bid analysis by examining the bids for irregularities, compare them to the engineer’s estimate and provide recommendations to accept or reject the lowest responsible bid. If in his / her opinion the lowest bid is not acceptable, he / she will also perform the analysis on the second lowest bid.
- 6.5 The Program Controls Manager shall review the submittal and return the bid tabulation analysis with the Estimating Manager’s recommendations to accept the lowest, responsible bid to the Corridor Manager or Project Manager. The Program Controls Manager will also include a comparison between the lowest, responsible bid and the budget per the current approved Scope. Reference QMS procedure PC-01, Corridor and Project Scope.
- 6.6 Return to procedures outlined in CA-07, Procurement – Design Bid Build Construction.

7.0 REGULATORY REQUIREMENTS:

N/A

8.0 RELATED BOARD POLICY:

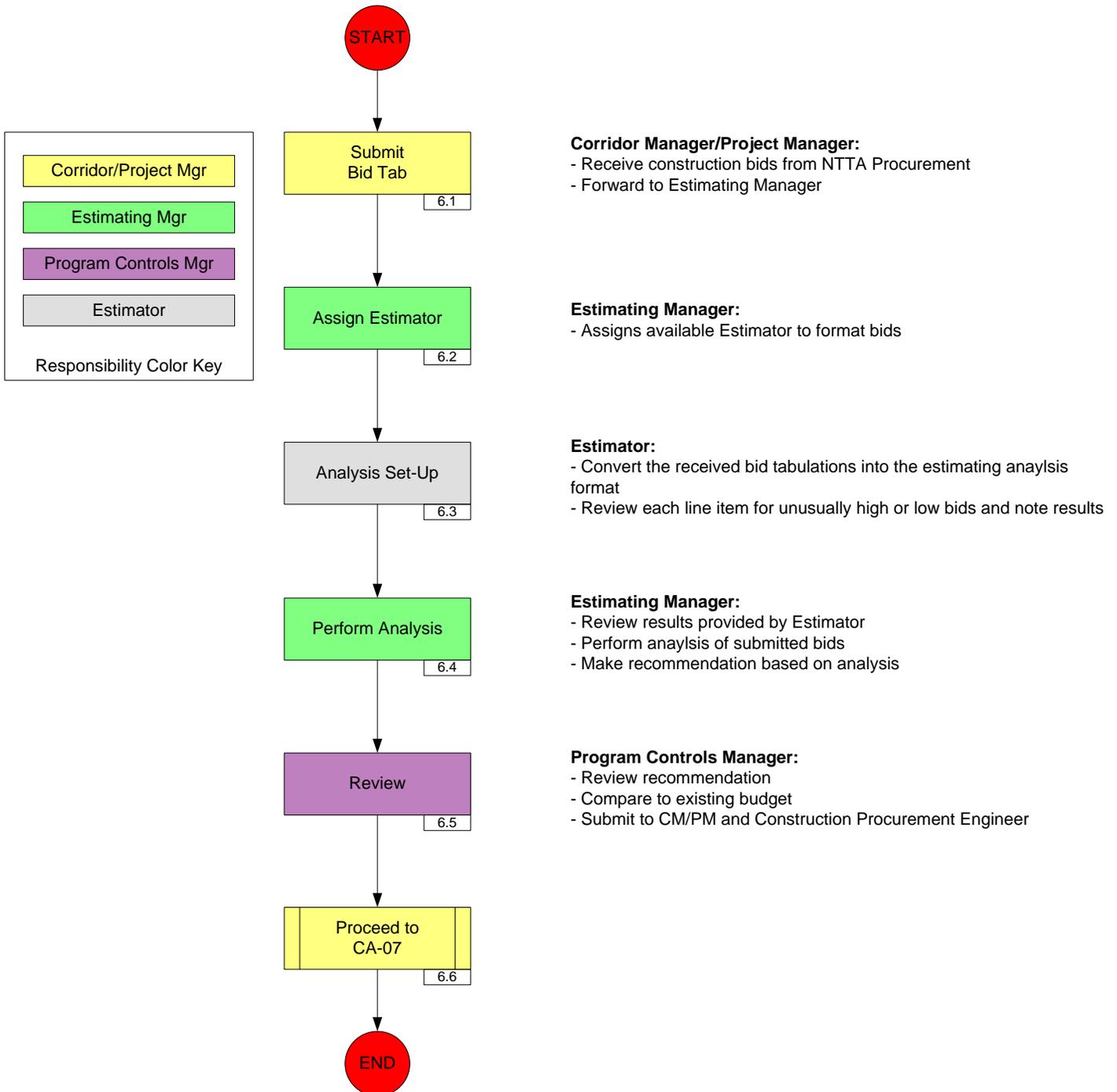
N/A

9.0 COMPONENT DOCUMENTS:

N/A

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10.0 FLOWCHART:



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11.0 REVISION HISTORY:

Revision	Revised by:	Date Issued	DRN	Reason for Revision
0	Lisa Thomas	09/07/2010	10234	Original Issue