

Contract Administration

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Bid Review Manager



Contract Administration



Part of What my team does:

**CREATING
CONTRACT INFORMATION BOOK (CIB)**

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graph TD; A[CREATING CONTRACT INFORMATION BOOK (CIB)] --> B[REVISE CONTRACTS]; B --> C[EVALUATE DESIGNERS];
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REVISE CONTRACTS

EVALUATE DESIGNERS

Since 2007

14700

840/year

70/Letting

Pre-Prints VS Revisions

- **Pre-Print** : Changes to contract documents

Between **RFC** and **Advertisement**

- **Revisions**: Changes to contract documents

Between **Advertisement** and **Letting**

Revisions

❖ Mark Ups

1. Additions in yellow highlight (also applies to Pre-Prints)
2. ~~Deletions in red strikethrough~~ (also applies to Pre-Prints)

Revision Examples

AutoSave Off FT U... N... Sa... VB

File Home Insert Draw Design Layout References Mailings Review View Help Acrobat Editing

Paste Font Paragraph Styles Editing Create and Share Adobe Acrobat Request Signatures Dictate Voice Sensitivity Editor Reuse Files

TEMPORARY SHORING

Description
This work shall consist of constructing temporary shoring during substructure construction and removal as required, ~~maintenance of traffic and storm sewer installation activities,~~ in accordance with 105.03.

Materials
Materials shall be in accordance with 735.05.

Construction Requirements
The Contractor shall submit working drawings and design computations for the temporary shoring in accordance with 105.02. Where excavation requires shoring, sheeting, or bracing, the method shall be shown on the working drawings. Excavation operations shall not begin until the Contractor receives notice that the working drawings are approved by the Engineer. Construction and placement shall be in accordance with the applicable portions of 203, 206 and as shown on the plans.

Upon completion of the work, the Contractor shall, except as shown on the plans, completely remove the entire temporary shoring system using methods that do not damage the adjacent work or property. No portion of the temporary shoring system shall remain in place unless approved by the Engineer or as shown on the plans.

Method of Measurement
Temporary shoring will not be measured for payment.

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Revision Examples

undesirable

correct

R -41892-A REVISED DETAIL COST ESTIMATE.pdf - Adobe Acrobat Pro (64-bit)

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Home Tools R -41892-A REVISE... x

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Indiana Department of Transportation
Detail Cost Estimate
Page 3 of 11

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Proposal ID: R-41892-A
Project ID: 1101
Federal Project Number: 190039900LC5
State Project Number:
Project Description: ASPHALT RESURFACE

Line #	Ref. ID	Description	Alt. Set	Alt. Member	Units	Qty.	Price	Ext. Amount	Fund Package ID	Flags*
0032	202-93995	SIGNAL POLE FOUNDATION REMOVE			EACH	4.000	1,138.00000	4,556.76	LPA 80-20	L
0033	202-93999	PEDESTAL BASE REMOVE			EACH	3.000	225.00000	675.00	LPA 80-20	L
0034	202-96133	PIPE REMOVE			LFT	710.000	24.70000	17,537.00	LPA 80-20	L
0035	202-96328	FOUNDATION STREET LIGHT REMOVE			EACH	1.000	450.00000	450.00	LPA 80-20	L
0036	202-97009	FIRE HYDRANT ASSEMBLY REMOVE			EACH	5.000	1,005.10000	5,025.50	LPA 80-20	L
0037	3-02000	EXCAVATION COMMON			CYS	3,600.000	38.52000	134,820.00	LPA 80-20	L
0038	3-02010	EXCAVATION ROCK			CYS	2,223.000	100.00000	222,300.00	LPA 80-20	L
0039	5-12108	STORMWATER MANAGEMENT SUDGET			DOL	44,180.000	1.00000	44,180.00	LPA 80-20	F L
0040	205-12616	STORMWATER MANAGEMENT IMPLEMENTATION			LS	1.000	14,900.00000	14,900.00	LPA 80-20	LB
0041	205-12618	SWQCP PREPARATION			LS	1.000	15,000.00000	15,000.00	LPA 80-20	LB
0042	205-51215	EXCAVATION X			CYS	8.000	142.25000	1,138.00	LPA 80-20	L
0043	207-08264	SUBGRADE TREATMENT, TYPE II			SYS	3,809.000	22.30000	40,340.70	LPA 80-20	L
0044	207-12636	SUBGRADE TREATMENT, TYPE IBL			SYS	5,497.000	15.68000	80,891.76	LPA 80-20	L
0045	211-02050	B BORROW			CYS	17.000	71.45000	1,214.65	LPA 80-20	L
0046	211-09264	STRUCTURE BACKFILL, TYPE 1			CYS	3,587.000	55.00000	197,285.00	LPA 80-20	L
0047	211-09265	STRUCTURE BACKFILL, TYPE 2			CYS	2,570.000	71.77000	40,608.90	LPA 80-20	L
0048	214-11796	GEORID, TYPE IB			SYS	136.000	20.00000	2,720.00	LPA 80-20	L

delete 202-93995, 202-93999 & 202-96328

Add: 211-09266 Structure Backfill, Type 3 207 CYS at \$150.00 per CYD

add: 202-99626 Foundation for Signing, Remove 1 Each at \$10,000.00

R- 41500 A DetailEst.pdf - Adobe Acrobat Pro (64-bit)

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Indiana Department of Transportation
Detail Cost Estimate
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Proposal ID:
Project ID:
Federal Project Number: 1
INTERSECTION
State Project Number:
Project Description: IMPROVEMENT, MEDIAN U-TURN

Line #	Ref. ID	Description	Alt. Set	Alt. Member	Units	Qty.	Price	Ext. Amount	Fund Package ID	Flags*
0013	303-01180	COMPACTED AGGREGATE NO. 53, FOR AGGREGATE SHOULDERS			TON	435.000	359.00000	156,367.50	Federal/State 90-10	L
0014	401-07335	CCQA-HMA, 4.75, SURFACE 0.5 mm			TON	454.000	491.00000	224,914.00	Federal/State 90-10	L
0015	401-07404	CCQA-HMA, 4.75, INTERMEDIATE, 19.0 mm			TON	756.000	986.00000	745,596.00	Federal/State 90-10	L
0016	401-07409	CCQA-HMA, 4.75, BASE, 25.0 mm			TON	2,719.000	2,469.00000	6,719,139.00	Federal/State 90-10	L
0017	401-10258	JOINT ADHESIVE, SURFACE			LFT	7,180.000	6,282.99900	45,112.50	Federal/State 90-10	L
0018	401-10259	JOINT ADHESIVE, INTERMEDIATE			LFT	7,180.000	6,282.99900	45,112.50	Federal/State 90-10	L
0019	406-05520	ASPHALT FOR TACK COAT			TON	5.000	600.00000	3,000.00	Federal/State 90-10	L
0020	502-06999	POCP, 8 IN.			SYS	59.000	90.00000	5,310.00	Federal/State 90-10	L
0021	601-01700	GUARDRAIL, TERMINAL SYSTEM, W-BEAM CURVED, 1			EACH	2.000	2,706.45000	5,412.90	Federal/State 90-10	L
0022	601-12281	GUARDRAIL, MGS W-BEAM, 6 FT 3 IN. SPACING			LFT	1,332.000	21.06000	28,051.92	Federal/State 90-10	L
0023	601-12293	GUARDRAIL, MGS, STRUCTURE, TOP-MOUNTED POST			EACH	3.000	262.10000	786.30	Federal/State 90-10	L
0024	601-12294	GUARDRAIL, MGS, W-BEAM, CABLE TERMINAL ANCHOR			EACH	2.000	1,131.25000	2,262.50	Federal/State 90-10	L
0025	601-94689	GUARDRAIL, END TREATMENT, OS, 31 INCH			EACH	1.000	2,570.52000	2,570.52	Federal/State 90-10	L
0026	601-99132	GUARDRAIL, TRANSITION, VH, 6 FT 3 IN. SPACING			EACH	3.000	139.42000	418.26	Federal/State 90-10	L
803-05240	D-1	CONTRACTION JOINT			LFT	16.000	329.76362	5,276.22		

2023 INDOT Highway Design Conference

Revisions

❖ Mark Ups

1. Additions in yellow highlight (also applies to Pre-Prints)
2. ~~Deletions in red strikethrough~~ (also applies to Pre-Prints)

❖ What to submit

ONLY the portions that are changed from the original submission (also applies to Pre-print)

❖ How to submit the changes

Via email

Pay items and Specifications including USPs to Area Engineer (AE) at the District

ERMS

Plans

Revisions



PLAN REVISIONS

- Plan revisions must be uploaded in ERMS and be transitioned to CS Review by the Coordinator.
- Plan revisions must be uploaded in ERMS as “Final Tracings” under Document Type and NOT “plans”.
- Only revised sheets (including Index sheet) need to be uploaded in ERMS and not the complete set.

Plan revisions are one of the leading causes of delays in processing revisions.

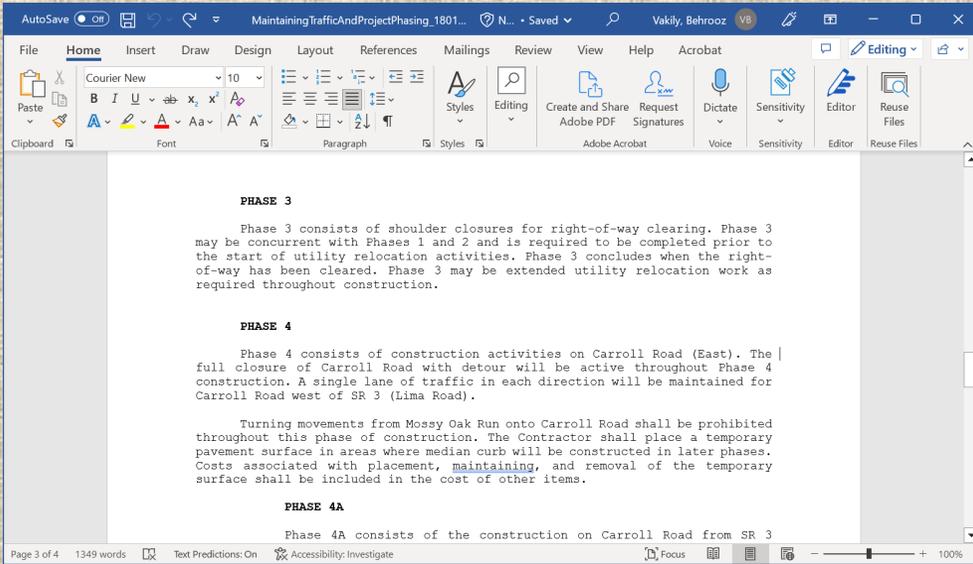
Revisions

Things to remember:

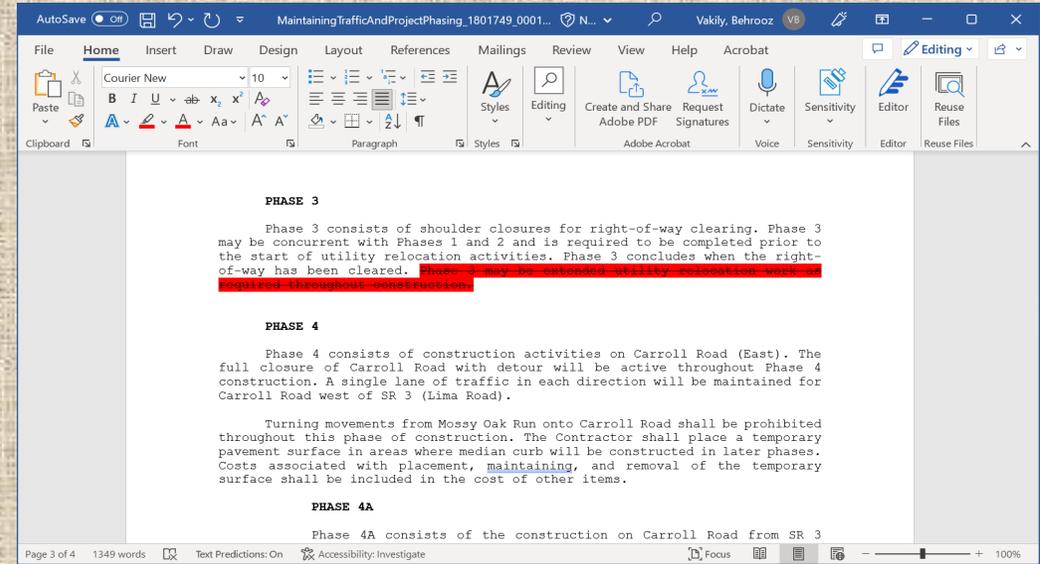
- ***Use clean, current documents when mark up each revision***
 1. Do not use an outdated document.
 2. Do not use a previous mark up and add more changes to the same document.

- ***Use The latest Detail Cost Estimate and SOPI for each mark up***
 1. Do not use the same marked up estimate and add more changes to it

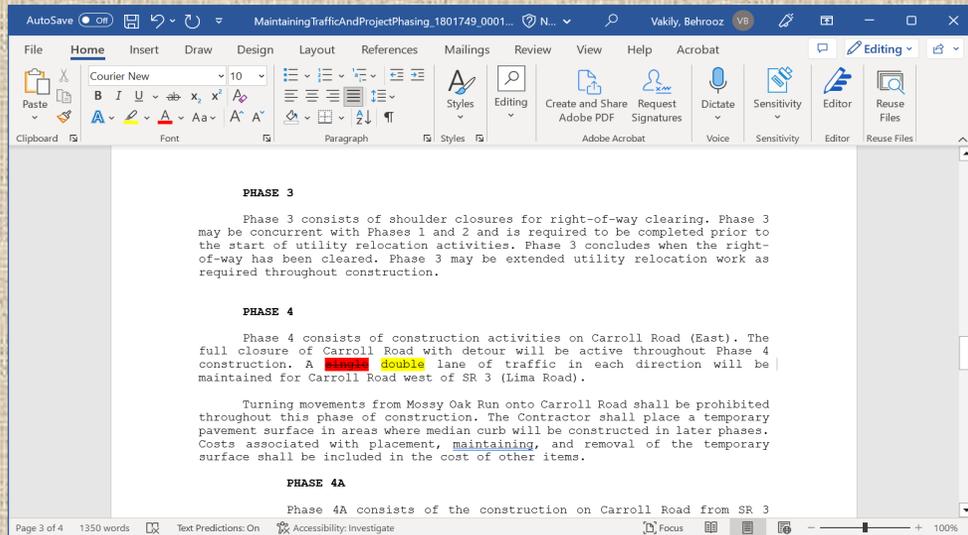
original document



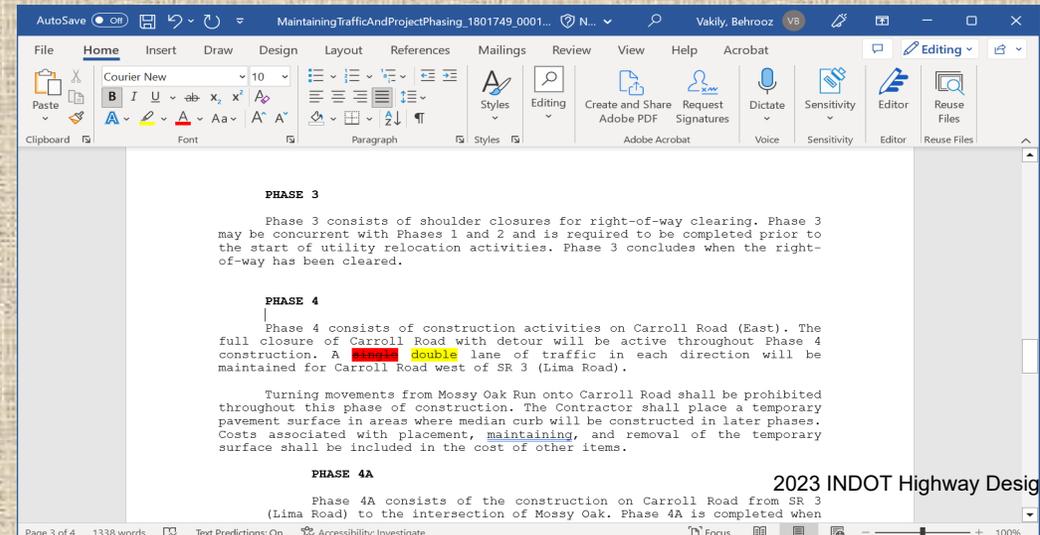
Submitted Revision 1



Submitted revision 2 (outdated document)



Submitted revision 2 (current document)



Submitted revision 1

Submitted revision 2

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Comment Close

Project ID: 1800208 Federal Project Number: 180020800ST5 State Project Number:

Project Description: INTERSECTION IMPROVEMENT WITH ADDED TURN LANES

Line #	Ref. ID	Description	Alt. Set	Alt. Member	Units	Qty.	Price	Ext. Amount	Fund Package ID	Flags*
0072	715-05342 715-05154	PIPE, TYPE 2, DEFORMED, MIN. PIPE, TYPE 2, CIRCULAR, 24 IN. "WATER MAIN QUALITY"			LFT	73,000 138,000	300,000.00 250,000.00	21,900.00 34,500.00	100 Percent Federal	L
0073	718-12308	GEOTEXTILE FOR UNDERDRAINS, TYPE 2B			SYS	171,000	10,000.00	1,710,000	100 Percent Federal	L
0074	718-52610	AGGREGATE FOR UNDERDRAINS			CYS	24,000	80,000.00	1,920,000	100 Percent Federal	L
0075	720-01694	CASTING, FURNISH AND ADJUST TO GRADE, ,ATG			EACH	7,000	2,000,000.00	14,000,000	100 Percent Federal	L
0076	720-02810	INLET, B5			EACH	2,000	4,000,000.00	8,000,000	100 Percent Federal	L
0077	720-03280	MANHOLE, J MODIFIED			EACH	3,000	15,900,000.00	47,700,000	100 Percent Federal	L
0078	720-04467	INLET, C5			EACH	1,000	4,500,000.00	4,500,000	100 Percent Federal	L
0079	720-08241 720-08242	MANHOLE, K15 MODIFIED MANHOLE, L15 MODIFIED			EACH	1,000	16,000,000.00 17,000,000.00	16,000,000 17,000,000	100 Percent Federal	L
0080	720-11487	MANHOLE, F7 MODIFIED			EACH	1,000	10,000,000.00	10,000,000	100 Percent Federal	L
0081	720-45005	INLET, A2			EACH	1,000	4,000,000.00	4,000,000	100 Percent Federal	L
0082	720-45410	MANHOLE, C4			EACH	2,000	5,000,000.00	10,000,000	100 Percent Federal	L
0083	720-45415	MANHOLE, D4			EACH	1,000	5,000,000.00	5,000,000	100 Percent Federal	L
0084	720-45515	MANHOLE, D4 MODIFIED			EACH	11,000 9,000	7,000,000.00	77,000,000 63,000,000	100 Percent Federal	L
0085	720-98174	INLET, B15			EACH	10,000	4,000,000.00	40,000,000	100 Percent Federal	L
	720-98869	MANHOLE, L4 MODIFIED			EA	2,000	15,000,000.00	30,000,000		

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0073	718-12308	GEOTEXTILE FOR UNDERDRAINS, TYPE 2B			SYS	171,000	10,000.00	1,710,000	100 Percent Federal	L
0074	718-52610	AGGREGATE FOR UNDERDRAINS			CYS	24,000	80,000.00	1,920,000	100 Percent Federal	L
0075	720-01694	CASTING, FURNISH AND ADJUST TO GRADE, ,ATG			EACH	7,000	2,000,000.00	14,000,000	100 Percent Federal	L
0076	720-02810	INLET, B5			EACH	2,000 3,000	4,000,000.00	8,000,000 12,000,000	100 Percent Federal	L
0077	720-03280	MANHOLE, J MODIFIED			EACH	3,000	15,900,000.00	47,700,000	100 Percent Federal	L
0078	720-04467	INLET, C5			EACH	1,000	4,500,000.00	4,500,000	100 Percent Federal	L
0079	720-08241 720-08242	MANHOLE, K15 MODIFIED MANHOLE, L15 MODIFIED			EACH	1,000	16,000,000.00 17,000,000.00	16,000,000 17,000,000	100 Percent Federal	L
0080	720-11487	MANHOLE, F7 MODIFIED			EACH	1,000	10,000,000.00	10,000,000	100 Percent Federal	L
0081	720-45005	INLET, A2			EACH	1,000	4,000,000.00	4,000,000	100 Percent Federal	L
0082	720-45410	MANHOLE, C4			EACH	2,000	5,000,000.00	10,000,000	100 Percent Federal	L
0083	720-45415	MANHOLE, D4			EACH	1,000	5,000,000.00	5,000,000	100 Percent Federal	L
0084	720-45515	MANHOLE, D4 MODIFIED			EACH	11,000 9,000	7,000,000.00	77,000,000 63,000,000	100 Percent Federal	L
0085	720-98174	INLET, B15			EACH	10,000	4,000,000.00	40,000,000	100 Percent Federal	L
	720-98869	MANHOLE, L4 MODIFIED			EA	2,000	15,000,000.00	30,000,000		

Revisions

Continued....

- ***Contracts with more than one Des# we require both Cost Estimate mark up AND Schedule Of Pay Items (SOPI)***
 1. ***Check your math and Pay Item numbers***
 2. ***Total quantity from all Des# must equal to marked up SOPI***



IDM 14-1.02(06)

Revisions

*Revisions processed by the week
Feb-May 2023*



Things to consider....

Be proactive with Contractor Q&As submitted online

1. Discussion with design team
2. Discussion with Area Engineer

Consider the bidders

1. Need to process the changes to contract documents as soon as possible to give the contractor sufficient time to prepare bids.

Be aware of timing of revisions

1. Do not send in multiple separate revisions for the same contract within a few hours of each other. Combine them.
2. Do not wait until last couple of days to submit revisions

Processing revisions the week before Letting day



~~Think of~~ Thank you