



Project Development subcommittee

August 24, 2011 Meeting Minutes

Attendees:

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Jim Feda	SCDOT DOM	fedajj@scdot.org
Mark Hunter	SCDOT	huntermw@scdot.org
Charles Eleazer	SCDOT	eleazercr@scdot.org

Meeting began with introductions.

Old Business:

Moving Items (Local Ordinances) sign structures

Discussion: Many counties and Municipalities have ordinances that require that sign structures be designed and stamped by a professional engineer before installations. Also there may be permits required for the installation of such structures. The contractors asked if DOT could check on the possibility of including the sign relocations in the right of way negotiations with the property owner and have the existing sign listed as a demolition item by the contractor if it wasn't moved prior to the beginning of construction. **Action Items:** Special provision will be used until DOT can address the

sign relocations by the property owner in the right of way negotiations and contractors to provide comments on the special provision back to Ben McKinney McKinneyWB@scdot.org

NEW BUSINESS

60 day ad projects (ebs files availability)

Discussion: Projects that have a 60 day advertisement, can the ebs files be available for contractors to download into their bidding systems at the time of advertisement in lieu of the usual 30 day time frame.

Action: On future projects with 60 day advertisement, the ebs files will be released at that time for download by the contractors.

On Call Contract Items

Discussion: Some districts are using the on-call contracts as a regular contracting method and are not using for emergencies. DOT needs to have the ability to use contractors for emergency repairs when a situation occurs. If areas of repairs are known ahead of time, then a regular contract should be put together for the repairs. **Action:** Contractors should provide comments to Jim Fedaj. fedajj@scdot.org

Time Extension for bid package questions

Discussion: Questions concerning bid packages are generally discovered after the two week cut off for when questions can be submitted. Generally the DOT does a good job answering questions but it is too close to the bid letting for contractors to investigate and incorporate into their bids. **Action:** Do not include unnecessary notes in the strip map projects and provisions that don't apply.

Projects with minimum CPS score

Discussion: Projects that have a required minimum contractor performance score (CPS) are usually the more complex or special projects that require more time for investigation and preparing bids. Can these projects have a 60 day advertisement and the ebs files available. **Action:** DOT to investigate the possibility of having 60 day advertisements for these projects.

Other Business

Bid Review Process

Discussion: The bid review process has several steps. The Bid Review Committee reviews the bids and prepares graphs and charts comparing the bidders and the bid items. This group looks for unbalancing and irregular bids. This group also considered the number of competitive bids. The competitive bids are determined by the number of bidders. See chart below.

Number of competitive bids * (*Range = low bid + 20 percent)	Competition May be considered adequate when low bid does not exceed **
5	120 percent of engineer's estimate
4	115 percent of engineer's estimate
3	110 percent of engineer's estimate
2	105 percent of engineer's estimate
1	The engineer's estimate

If bids are outside of the allowable tolerances, the program manager will participate in the review for funding sources. The Director of Construction also reviews the bids and prepares recommendations for Award/Reject to the Deputy Secretary of Engineering and the Secretary of Transportation for approval to award or reject projects. This information is then submitted to the commission for approval to execute contracts. **Action:** If a project is rejected, contractors should call and help DOT identify issues or concerns that may have been not considered in the review process. Also, contractors should give useful feedback to the DOT when asked about a particular issue.

Platting Right of Way

Discussion: On some existing projects, breaks in the right of way may occur at a property line. This causes an issue of how to price this pay item and does the surveyor have permission to survey side lines on private property. How does the contractor/surveyor price this unknown and how does disputed property lines get resolved. Recommend that right of way breaks not occur at a property line. **Action:** Contractors need to submit questions to Ben McKinney mckinneywb@scdot.org and the appropriate DOT folks will be at the next meeting to discuss.

Next Meeting: October 26, 2011