

PURPOSE OF THIS SITE

The purpose of this web page is to have a place where municipalities and NCDOT Division personnel can get assistance in the preparation of a bid proposal for advertisement. A single source for putting together a proposal that will get low bid prices, be uniform throughout the state regardless of the type of project, and for getting a straight answer to life's perplexing pre-construction questions.

This site deals strictly with the Contract Proposal or Bid Proposal or Project Manual. Whatever the municipality calls it, the goal should be to produce a document that clearly conveys what is expected of the bidder. This means what to build, where to build it, and what restrictions they face. It should state how the bidder will be paid and what actions will be taken in cases of non-compliance. Each type of work needs to reference a corresponding specification whether it's in the standard specification book or a special provision in the bid proposal. Bidders also need to know when they can begin work and when they are suppose to finish.

NCDOT cannot stress enough to municipalities, that should a project be audited by FHWA, and if the project is found not in compliance with the all the specifications, regulations, agreements, permits, authorizations, statutes, ordinances, standards, laws, provisions, addendums, codes, and directions, there is a possibility the municipality may be denied a portion or all the monies expected for the project. NCDOT definitely does not wish to see this occur and has developed this website to assist communities from having to face those consequences.

In addition to this web page, another excellent source is the Local Programs Management Office (LPMO) website. This site provides guidance for the entire process from inception through construction. There is a link to this and other helpful sites under OTHER LINKS on the main LGA page. Municipalities should also coordinate with the Division Project Managers through the entire construction process as their assistance can be invaluable.

NCDOT realizes that municipalities often have their own way of preparing and progressing a project but when there is federal funding, FHWA requires that NCDOT oversee the project. NCDOT personnel can best oversee the design and construction of the project by using the tools they are most familiar with, which includes NCDOT specifications, NCDOT standards, and NCDOT methods.

The information presented on these webpages is not meant to replace the 2018 Standard Specifications, General Statues, or other regulation, federal or state, that may apply.

This web page is maintained by the Contract Standards and Development Unit (CSDU) and is solely responsible for its content.

NEW USERS TO THE LGA WEBPAGE

This site was prepared to aid municipalities in the preparation of their Bid Proposal (Project Manual). Note that this information is no way complete as each project proposal will be evaluated individually and reviewed by the NCDOT State Contract Officer or the local Division office.

Based on numerous audits of municipal construction projects, FHWA has reported a lack of consistency in project specifications and procedures, and instances of non-compliance with federal requirements. As such NCDOT has been directed to review all municipal contract bid documents for compliance with current *NCDOT Standard Specifications* and *Roadway Standard Drawings*. This applies to all types of work whether it's placing concrete, paving, installing pipe or other typical construction operations. If the required work is covered in the NCDOT specifications book, there is no need to include other specifications regardless of the source (i.e. Municipality, EJCDC, AIA, or State Construction Office).

Modifications and special provisions should be limited to those work operations that are clearly not covered by the NCDOT specifications. Please insure that all bid documents are in compliance with this requirement. Since NCDOT specifications do not cover every condition or situation, the following is a list of typical types of changes or additions.

- Specifications for items of work that are not covered in the NCDOT spec book.
- Modifications to the *NCDOT Standard Specifications book*. See link on main page listed under *Allowable Changes to the 2018 Specifications*.
- Administrative processes or procedures such as required submittals, coordination with municipal or emergency agencies, RFI procedures, photo or video documentation, etc. Please bear in mind that per the agreement with NCDOT, municipalities are required to comply with the *NCDOT Construction Manual* regarding procedures for records and reporting forms. See link on main page listed under *Local Administrative Procedures*.

Note that any change a municipality elects to make shall not negate the NCDOT specifications or federal requirements.

All changes made by a municipality, whether approved by the NCDOT or not, are subject to audit both during construction and after construction projects are complete. The result of those audits may have an impact on the funding amount received by the municipality.

NAVIGATING THE LGA MAIN PAGE

HELP

- Begin by clicking on *Building a Bid Proposal*. This gives an outline on what a typical finished bid proposal should include.
- This is an *Example Proposal*.
- The *Explanation of Provisions* is provided to explain why each provision is used.

- The section on *Local Administrative Procedures* lists other types of information the Municipality may want to include.
- *Explanation of Allowable Changes to the 2018 Standard Specifications* is simply that. This explains the standard provision found under **RESOURCES**. DO NOT include the explanation sheet in the bid proposal, but only the standard provision itself once it has been modified with the correct LGA information.

RESOURCES (Word Documents)

- The *NCDOT Standard Notes* are notes that should be included in all projects. There are two versions, Federally funded or State funded projects.
- *Allowable Changes to the 2018 Specifications* are modifications a Municipality may make to the Standard Specifications book. This document would be included in the bid proposal.
- NCDOT Bond Forms – There are three types of bonds, *Bid, Payment and Performance*. Municipalities are required to use these forms and no other versions.
- The *Execution of Bid* forms are to be included in all proposals. There are six possible scenarios followed by a Debarment Certification. All forms should be included.
- Either the *DBE Subcontractors* (Federally funded) or *MBE / WBE Subcontractors* (State funded) form should be incorporated into the bid proposal.
- *Letter of Intent* is required on all projects regardless of the funding source.
- Examples of a proposal cover, Instructions To Bidders, and the Bid Form (summary of bid items) are included. LGAs may use these or their own versions as desired.

CHECKLISTS

- **FEDERALLY FUNDED** means any project that contains \$1 or more of federal money. These projects may have State, Local, FTA, HUD, or other sources of funds. Regardless, they are treated as the funds are coming through FHWA. FHWA will have jurisdiction over the project.
- **STATE FUNDED** means those projects that have no federal funding. There may be local matching funds but will be considered as State funded.
- NCDOT **CONCURRENCE** checklist is included as a guide for both the Division offices and the municipalities in submitting documentation for a request for Concurrence In Award. Be aware that additional documentation may be requested by the CSDU office to supplement this information.
- Please note that the above checklists are not required as part of the submittal package but serve only as guides.

FREQUENTLY ASKED QUESTIONS

- The *Frequently Asked Questions* section provides answers to specific questions asked by Division Offices and municipalities. This document will be updated as the CSDU receives comments and feedback from the Division Offices and LGAs.

LINKS

- This is the link to the online version of the *NCDOT Standard Specifications Book*.
- *NCDOT Technical Provisions* is a link to NCDOT approved Special Provisions that are needed to cover various items of work.
- *NCDOT Pay Items* is a listing of approved standard pay items. Most are covered by the standard specification book however, those marked as SP must have a corresponding provision included in the bid proposal.
- This is a link to the summary sheet for *Davis-Bacon Wage Rates* for each county. This sheet in turn links to the individual wage rate provision. Do not include the summary sheet in the proposal.
- *Seeding & Mulching* is a summary sheet of the approved NCDOT seed mixes for each county. This summary sheet should not be included in the bid document but rather the actual seed mix provision that is for the county.
- The *Proprietary Products* link connects to the Federal and State Proprietary Laws that govern the use of these items on projects.
- Other Links are included for additional information and assistance during the design and construction process.