

CONTRACT PROPOSAL

The Contract Proposal is prepared by the LGA in order to advertise the project for bids. Several federal provisions must be included in the proposal in order for the project to be in compliance with federal regulations.

The proposal, along with the plans, technical specifications, and estimate, make up the PS&E package, which is used to advertise and take bids for construction.

POLICY: Projects funded through NCDOT from FHWA should use the current version of the NCDOT Standard Specifications for Roads and Structures to ensure compliance with all applicable federal requirements. Exceptions may be made when the project type is non-traditional, or otherwise outside of the Department's expertise.

The Contract Proposal can be broken down into two parts: one part is the contractual and administrative specifications – these are generally found in Division One of the NCDOT Spec book and cover procedures such as opening bids, bid evaluation, bonding and qualification of contractors.

The second part of the proposal is the technical specifications, where the detailed information on how to construct the project is located. The NCDOT Standards Specifications for Roads and Structures may be supplemented by the use of Special Provisions that allow for unique or non-traditional elements of a project. See [Plans and Technical Specifications](#) for more information.

IMPORTANT: Prior to requesting construction authorization, NCDOT shall have received, reviewed and approved the final plans, specifications, and associated bid documents.

Typical or Standard Transportation Mode Projects – TYPE 1 (see [Project Types](#))

PROCEDURE

- The LGA shall prepare their contract bid proposal in accordance with NCDOT requirements:
 - Allowable changes are referenced in Division One Allowable Changes.
 - Follow the Provisions Checklist for Municipal Projects and use the Explanation Sheet for more guidance.
- Submit the Proposal through the EBS Portal for review.
 - Projects estimated to be \$2.5 million or greater will be reviewed by Contract Standards Unit (Raleigh).

- Projects estimated to be less than \$2.5 million may be reviewed by the appropriate Division Office.
- Revise based on comments and resubmit until a final copy is accepted.

Non-Typical Transportation Mode Projects – TYPE 2 (see list)

PROCEDURE

- The LGA shall prepare their proposal in accordance with their LOCAL Specifications (non-NCDOT) for advertising and letting a construction project.
 - Use the Provision Checklist for Municipal Projects for Guidance.
- Submit for review by NCDOT to ensure compliance with any applicable Federal Regulations

IMPORTANT: NCDOT uses the *Contract Proposal* as the basis for the CONTRACT that the City and the successful contractor will sign. There should not be a separate contract that includes information/details not already included in the proposal.

RESOURCES:

Bid Proposals for LGAS -

<https://connect.ncdot.gov/municipalities/Pages/Bid-Proposals-for-LGA.aspx>

- Provisions Checklist for Municipal Projects
- Explanation of Provisions
- Allowable Changes to Division 1