



## Project Bid Package Preparation and Troubleshooting

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# So what are the needed components of a project bid package?

- Updated set of plans
- Federal or State environmental document(s)
- Permits (if required)
- Specifications (including special provisions)
- Municipal Agreement
- Engineer's estimate
- ROW Certification
- Utilities Relocated (or schedule)

# Things we want to see

- Get the bid package in early (6 weeks)
- Proposal that does not have previous project descriptions
- No misspelled words and grammar errors
- Ensure pay items are complete and match what is in the proposal
- NCDOT bond forms and correct insurance bond amounts (\$5,000,000 per occurrence and general aggregate)

# Things we want to see

- Requested changes made in subsequent submittal
- Ensure the construction plans for all Federal and State projects are in accordance with NCDOT Specifications and Standards PER THE MUNICIPAL AGREEMENT.

# Tips to think about

- Contact your NCDOT Program Management Office with questions
- Advise NCDOT of an impending submittal
- Does your engineer's estimate fully capture the scope of work proposed and is it realistic?
- Is my first submittal 100% complete and correct?
- Is there other municipal work in the project area that could affect this project?

## Tips to think about (continued)

- Anticipated R/W impacts, not only for construction but for utility relocation
- Utility impacts and associated time for design and relocation
- Constructability issues
- Costs associated with contract administration
- Timeline for solicitation and securing private engineering firms for design and contract admin/CEI work

# Thanks!

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