

Joint Bid Utilities

A TxDOTCONNECT Job Aid

Who?

- Utilities Coordinator
- Utilities Manager
- ROW Funding Manager
- Professional Engineer
- Professional Engineer-Consultant
- Engineer's Estimate Coordinator
- Engineer's Estimate Coordinator-Consultant

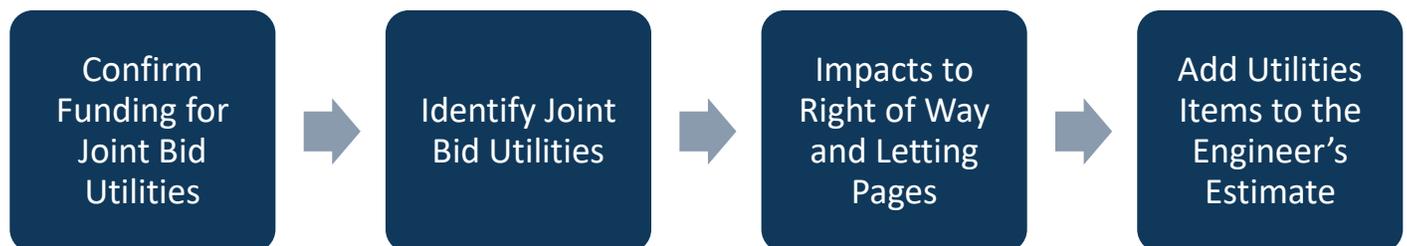
When?

Summer 2020

Introduction

This job aid describes the process for identifying a project in TxDOTCONNECT that involves joint bid utilities and correctly entering utilities bid items on the Engineer's Estimate.

Each section of this job aid provides a detailed description of a step in the process shown below.





Confirm Funding for Joint Bid Utilities

First, a **ROW Funding Manager** must confirm there is approved funding with PID code 502 or 503 on the **Funding** page.

| Right of Way | | | | | | | | | | + Right of Way |
|--------------|--------------|-----|---------|-----|--------------------------|------|------|--------|-------|----------------|
| Status | Amt | Cat | Wrk Pgm | PID | Fixed | Demo | APPN | Appl % | Fed % | Federal > |
| Approved | \$564,326.00 | ROW | ROW | 502 | <input type="checkbox"/> | | 3200 | | 80.0% | |

Identify Joint Bid Utilities

After approved funding is confirmed, the following steps are completed by a **Utilities Coordinator** and/or **Utilities Manager**.

1. Navigate to the **Utilities** page.
2. Check the box(es) in the **Joint Bid** column to identify each joint bid utility.

| Details | | | | | | | | | + Utility |
|------------|--------------|------------------------|-------------------------------------|-------------------------------------|------------------------------------|--------------------------|------------|--|-----------|
| Utility ID | Utility Type | Utility Name | Reimbursable | Joint Bid | Amount to be Invoiced from Utility | Total Cost of Adjustment | Adjus Date | | |
| U00002801 | Gas | Automation_TC023_07132 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | \$0.00 | | | |

Impacts to Right of Way and Letting Pages

When one or more utilities are identified as part of a joint bid:

- TxDOTCONNECT automatically checks the **Project Association** indicator on the **Right of Way** page.
- TxDOTCONNECT automatically adds the ROW project as a **subordinate** project to the **controlling** (construction) project on the **Letting** page.

Project Details

| | | |
|--|--|--|
| ROW Project ID: R00006735 | ROW CSJ: 0015-08-457 | Project Classification: ROW - Right of Way |
| Federal Project Number: <input type="text"/> | State Project Number: <input type="text"/> - <input type="text"/> - <input type="text"/> | Short Description: <input type="text"/> |
| ROW Project Stage: Pre-Acquisition | ROW Project Status: Active | Type of ROW Work: |
| ROW Project End Date: MM/DD/YYYY | Records Closeout Date: MM/DD/YYYY | Financial Closeout Date: MM/DD/YYYY |
| PeopleSoft Expended: | Project Manager - ROW: | Project Association: <input checked="" type="checkbox"/> Joint Bid |

Controlling & Subordinate Projects + Project

Controlling Project ID: 0015-08-454

| Control Section Job | Project ID | Engineer's Estimate | Controlling Project | Combined Projects | Remove |
|---------------------|------------|---------------------|----------------------------------|-------------------|----------------------------------|
| | | | | | |
| 0015-08-454 | A00135795 | | <input checked="" type="radio"/> | | <input type="button" value="x"/> |
| 0015-08-455 | R00006734 | | <input type="radio"/> | | <input type="button" value="x"/> |



Add Utilities Items to the Engineer's Estimate

The following steps are completed by:

- Professional Engineer
- Professional Engineer-Consultant
- Engineer's Estimate Coordinator
- Engineer's Estimate Coordinator-Consultant

- Navigate to the **Estimate** section of the **Engineer's Estimate** page.
- Click **+ New Item** to add a bid item row to the Estimate grid.
- Select the appropriate Utilities Category of Work dropdown option based on project need.

- ⚠ Select the appropriate Utilities category for it to appear correctly in DCIS and on the proposal.
- Do not use the "other" or "miscellaneous" categories of work for Utilities joint bid requests.

The screenshot shows the 'Estimate' section of a software interface. At the top, there are tabs for 'Default', 'Plan Set', 'Category', and 'Bid Code'. An 'Export' button is in the top right. Below the tabs, there are 'Remove' and '+ New Item' buttons. The main area is a table with columns: 'Category of Work', 'NBI/Utility ID', 'Bid Code/Force Account', 'Description', 'Measurement', and 'Quantity'. A dropdown menu is open under the 'Category of Work' column, showing options: 'Utilities', 'Utility - Water', 'Utility - Sewer', 'Utility - Mobilization', and 'Utility - Force Accounts'. The 'Utilities' option is highlighted. The table below shows several rows of bid items with their respective codes, descriptions, and measurements.

| Category of Work | NBI/Utility ID | Bid Code/Force Account | Description | Measurement | Quantity |
|--------------------------|----------------|------------------------|--------------------------------------|------------------|----------|
| Utilities | | 100-6002 | PREPARING ROW | Station | |
| Utility - Water | | 164-6003 | BROADCAST SEED (PERM) (RURAL) (CLAY) | Square Yards | |
| Utility - Sewer | | 168-6001 | VEGETATIVE WATERING | Thousand Gall... | |
| Utility - Mobilization | | 432-6045 | RIPRAP (MOW STRIP)(4 IN) | Cubic Yard | |
| Utility - Force Accounts | | 506-6038 | TEMP SEDMT CONT FENCE (INSTALL) | Linear Feet | |



4. Select the applicable Utility ID in the **NBI/Utility ID** column.
 - This will match the Utility ID from the Utilities Page that are marked joint bit.

Estimate Export

Default Plan Set Category Bid Code Remove + New Item

Details

| <input type="checkbox"/> Category of Work | NBI/Utility ID | Bid Code/ Force Account | Description | Measurement | Quantity |
|---|----------------|----------------------------|--------------------------------------|------------------|----------|
| <input checked="" type="checkbox"/> Utilities | | | | | |
| <input type="checkbox"/> Roadway | U00002801 | | PREPARING ROW | Station | |
| <input type="checkbox"/> Erosion | | | BROADCAST SEED (PERM) (RURAL) (CLAY) | Square Yards | |
| <input type="checkbox"/> Erosion | | | VEGETATIVE WATERING | Thousand Gall... | |
| <input type="checkbox"/> Roadway | | | PRAP (MOW STRIP)(4 IN) | Cubic Yard | |
| <input type="checkbox"/> Erosion | | | TEMP SEDMT CONT FENCE (INSTALL) | Linear Feet | |
| <input type="checkbox"/> Erosion | | | TEMP SEDMT CONT FENCE (REMOVE) | Linear Feet | |
| <input type="checkbox"/> Roadway | | | W-TL W-BEAM GD FEN (TIM POST) | Linear Feet | |

Continue to complete the Utilities Bid Item with the appropriate information.