



HOW TO DO BUSINESS WITH SHA

October 30, 2009



Prior to Advertisement

- Contract Documents (estimates and proposal) are submitted to MBE/DBE Administrator-SHA Office of Construction.
- OOC reviews for potential subcontracting opportunities to MDOT certified MBE/DBE's
- OOC records potential items for subcontracting opportunities (includes North American Industrial classification system-NAICS Codes, subcontractable amount(s) and potential percentages).



Prior to Advertisement

- Compiles final potential of subcontracting opportunities (amounts/percentages).
- Prepares agenda of all contracts for the next scheduled Procurement Review group/Construction (PRG/C) meeting



PRG/Construction

- Panel consists of the following:
 - PRG Executive Secretary (non-voting member)
 - Director-Office of Construction
 - MBE Manager-Office of Equal Opportunity
 - Project Manager



PRG/Construction

- PRG panel meets every two weeks
- Executive Secretary presents contract information to the panel.
 - Project number
 - Location of project
 - Type of project
 - List of potential subcontractable items and amounts
 - Number of MDOT certified firms under each NAICS code



PRG/Construction

- Panel members discuss and derive at a fair and reasonable amount of subcontractable minority participation for each contract.
- Goal recommendations are made through the Director OOC to the deputy Administrator-Chief Engineer Operations.
- Goals are either approved or sent back for additional information and review.
- Approved contract goals are then distributed for placement in the contract documents for advertisement.



Prior to Advertisement

- Invitation for Bids (IFB) books are reviewed and the following information is verified for inclusion in the IFB by OOC's Contract Award office:
 - MBE/DBE goals
 - MBE/DBE Field Meeting Specifications
 - Wage Rates
 - Asphalt Cement price
 - Maintenance of traffic penalty
 - Bid Opening date
 - Trainees
 - Contract Time limit
 - Liquidated Damages
 - Erosion and Sediment Control penalty



Bid Openings

- All bids opened on Thursdays of each week at 12:00 PM (noon) and reviewed for the following:
 - Addendums
 - Comprehensive Signature page
 - Original signature of Company Principle or Owner
 - Original signature of Witness
 - Federal ID number or Social security number
 - Completion of the Schedule of Prices with total on the last page
 - Bid Security



Bid Openings

- Bid Security
 - Made out to the State of Maryland
 - List the Contract Number
 - Description of the Project
 - Have original signatures of the Bonding Agent, Attorney-in-Fact, Witness and Seal
 - No less than 5% of bid amount
 - Power of Attorney attached
 - Notation that bond is “Irrevocable for 90 days”



Bid Openings

- Bids are reviewed and are placed in order from lowest bid to highest bid.
- Bids are then read to all attendees of the bid Opening meeting.
- Each bid is identified as follows:
 - Contract Number
 - Bidder/Name of Firm
 - Address of firm
 - Bid Amount



Bid Openings

- Apparent Low Bidder letter sent to the responsible low bidder outlining the documents the low bidder is required to submit to OOC within 10 days.
- IFB's are sent out for data entry into SHA's financial program
- Bid Analysis(if required) is performed and bid justification is prepared by the design team recommending either approval or bid rejection.



Recommendation of Award

- Upon approval of apparent low bid:
 - Recommendation of award sent to low bidder with 3 copies of contract documents
 - Documents must be signed and returned within 10 business days of receipt
- Upon completion of review the documents are sent for the appropriate SHA signatures.
- Once all signature are received a letter of Contract execution and a letter of Notice to proceed are sent to the contractor.
- The contract is turned over to the appropriate SHA office to administer and complete as per the contract documents.