

NTTA Projects	Original Issue Date: 09/07/2010	PC-07
Resource: Program Controls	Revision 2 Issue Date: 7/20/2017	Page 1 of 3
Title: Construction Bid Tabulation Analysis		

1.0 PURPOSE:

The purpose of this document is to define the bid tabulation process for analyzing construction bid tabulations and recommending and approving the lowest responsible bidder.

2.0 RESPONSIBILITIES:

- 2.1 Project Delivery (PD) Phase Manager or Designee – The PD Phase Manager or Designee is responsible for submitting bids for review and final approval.
- 2.2 PD Manager of Program Controls (MPC) – The PD MPC shall forward the comments and recommendations made by the PD Estimator to the PD Phase Manager/Designee.
- 2.3 PD Estimator – The PD Estimator shall convert the bid tab into the estimating analysis format. The PD Estimator shall review the bids and provide recommendations to the PD MPC to accept or reject the lowest responsible bid.
- 2.4 PD Program Controls Lead (PCL) – The PD PCL shall perform a cursory review of the bid tab and the PD Estimator’s recommendation then prepare a comparison between the lowest, responsible bid and the budget per the current approved Estimate. The recommendations and the comparison shall be provided to the PD MPC.

3.0 SCOPE/APPLICABILITY:

This procedure shall apply to all construction bid tabs on PD corridors/projects.

4.0 REFERENCES:

- [PC-01](#) Corridor / Project Scope

5.0 DEFINITIONS & ACRONYMS:

6.0 PROCEDURES:

- 6.1 The Phase Manager or Designee shall forward construction bid tabulations for a project to the PD Estimator for review and comparison allowing 5 working days for completion.
- 6.2 The PD Estimator shall convert the bid tabulation into the estimating bid analysis format, review each line item for unusually high or low bid prices. Then he/she shall perform a bid analysis by examining the bids for irregularities, compare them to the engineer’s estimate and provide recommendations to accept or reject

NTTA Projects	Original Issue Date: 09/07/2010	PC-07
Resource: Program Controls	Revision 2 Issue Date: 7/20/2017	Page 2 of 3
Title: Construction Bid Tabulation Analysis		

the lowest responsible bid. If in his/her opinion the lowest bid is not acceptable, he/she will also perform the analysis on the second lowest bid.

- 6.3 The PD PCL shall perform a cursory review of the bid tab and PD Estimator's recommendation. He/she will also prepare a comparison between the lowest, responsible bid and the budget per the current approved Estimate. Reference QMS Procedure *PC-01, Corridor / Project Scope*.
- 6.4 The PD MPC shall review the submittal and return the bid tabulation analysis with the PD Estimator's recommendations to accept the lowest, responsible bid to the PD Phase Manager or Designee. The PD MPC will also include the comparison between the lowest, responsible bid and the budget per the current approved Estimate. Reference QMS Procedure *PC-01, Corridor / Project Scope*.

7.0 REGULATORY REQUIREMENTS:

N/A

8.0 RELATED BOARD POLICY:

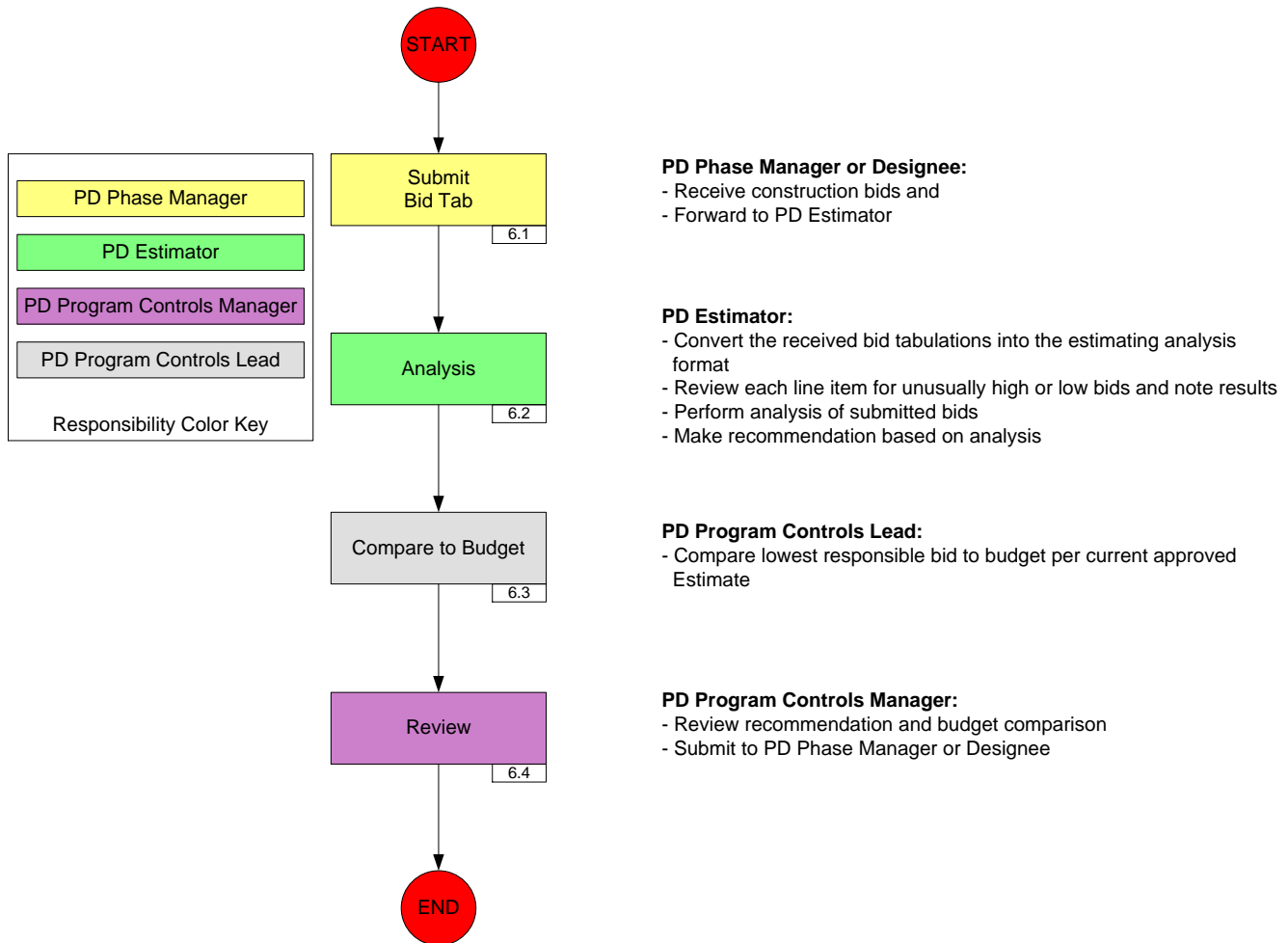
N/A

9.0 COMPONENT DOCUMENTS:

N/A

NTTA Projects	Original Issue Date: 09/07/2010	PC-07
Resource: Program Controls	Revision 2 Issue Date: 7/20/2017	Page 3 of 3
Title: Construction Bid Tabulation Analysis		

10.0 FLOWCHART:



11.0 REVISION HISTORY:

Revision	Revised by:	Date Issued	DRN	Reason for Revision
0	Lisa Thomas	09/07/2010	10234	Original Issue
1	Lisa Thomas	10/10/2011	10355	Update position/department title in text and flowchart.
2	Sue Farmer	7/20/2017	10647	Streamlined process to reflect current staffing model.