1.0 **PURPOSE:**

This procedure describes the process used for selecting qualified contractors for construction of roadway systems, including bituminous concrete pavements.

2.0 **SCOPE:**

This procedure includes the process steps followed after a bid package is published until the construction contract is executed.

3.0 **RESPONSIBILITY:**

District Engineering office and Central office personnel

4.0 **EQUIPMENT NEEDED:**

Not applicable
5.0 PROCEDURE:

Letting Process

1. Input Published Bid Package

2. Input Policy and/or specification changes, bid document clarifications

3. District Contract Management


5. ECMS Project System

6. Qualified Contractors

7. ECMS Project System


9. Public

10. Selected Contractor

11. Output Executed Contract

Key Control Point
- Timely inclusion of understandable, complete addendums into bid package

Contractor Bids

- Low bid meets all requirements of bid documents
- "Open" bid packages
- Verify low bid
- Published name of apparent low bidder
- Prepare contract documents
- Award Contract
- Issue Notice to Proceed

Notice: This hardcopy document must be used for reference purpose only. The user is responsible for assuring that it is the same as the current document revision level shown online.

C:\Documents and Settings\wgordon\Desktop\QPM002-04 Contract Development Letting Process 07-02-27 Rev 01.doc
Date Printed 3/23/2007
6.0 Revision Log

<table>
<thead>
<tr>
<th>Revision</th>
<th>Date</th>
<th>Description</th>
<th>Requested By</th>
<th>Completed By</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>01/26/07</td>
<td>Initial Release</td>
<td>PASIN Core Team</td>
<td>WKG</td>
</tr>
<tr>
<td>01</td>
<td>02/27/07</td>
<td>Added all text under block 6</td>
<td>Contract Development Work Group</td>
<td>WKG</td>
</tr>
</tbody>
</table>