



Table of Contents

1. Introduction -----	2
2. Where to find MoPlans on MoDOT's web site -----	2
3. Downloading Bidding Documents for a Call (Requires Vendor ID) -----	4
4. How to View Plans (Available to the Public) -----	7
A. Introduction	
B. How to view files	
5. How to Create a Login -----	9
A. Requirement for Login	
B. How to create a Login	
C. Forgot your password?	
D. Forgot your email address?	
6. How to get Letting Specific Information -----	12
7. Frequently Asked Questions -----	14



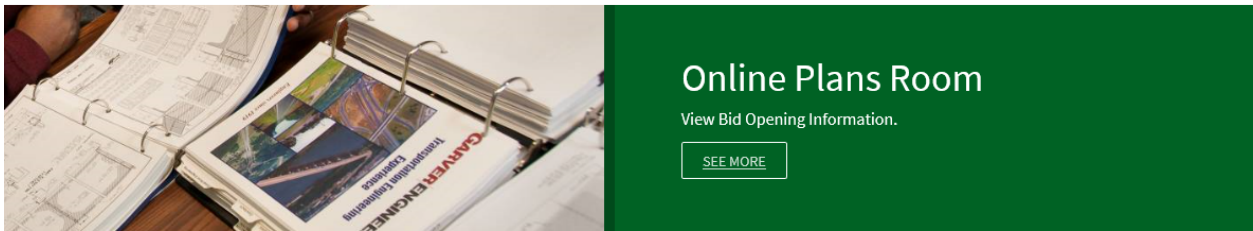
Introduction

MoDOT has developed a web page to allow contractors and plans providers to easily download the bidding documents. The public will also be able to view the plans using MoDOT’s Plans room. The user will select the letting that they want on a screen similar to the one shown below. Clicking on the light blue text will view the item listed. The red icons are located next to the light blue text with links to information. The DBE.bin file cannot be viewed as this is the support file for BidX bidding software. This document is always available by clicking the help button in the top right corner of the screen shown below.

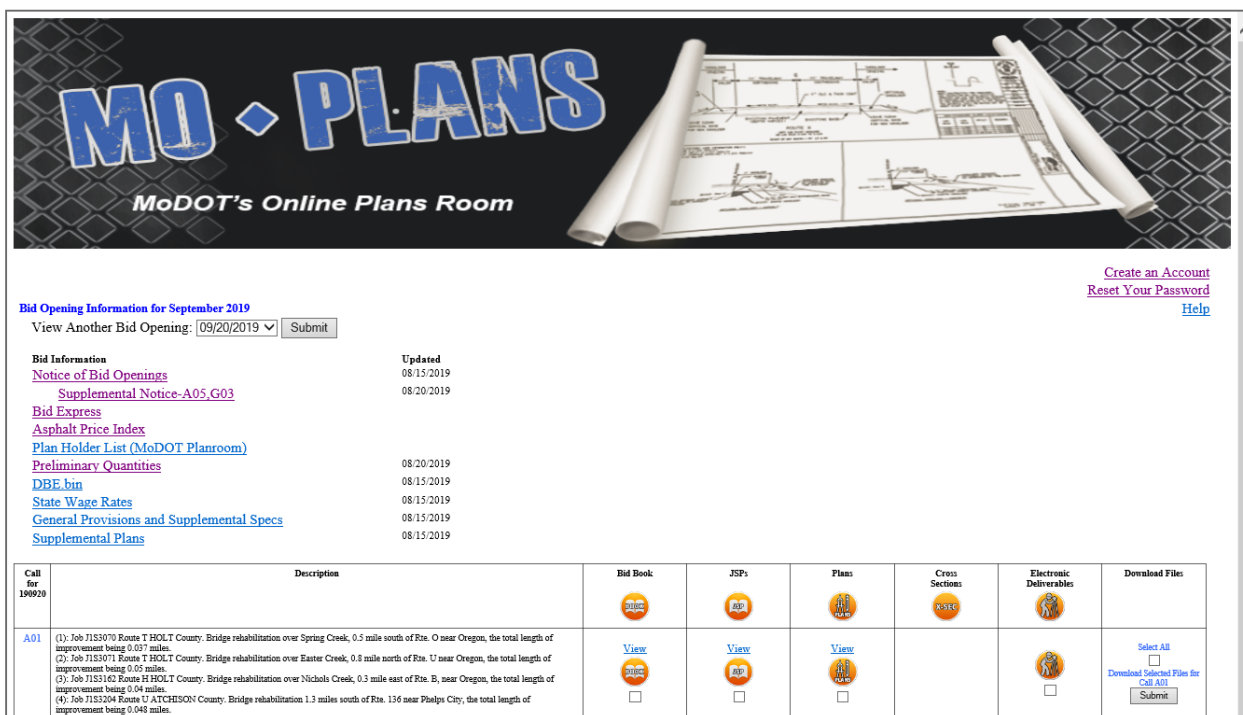
To down load files, click the check box for one or more files in **one** call and click the submit button to the right of the call and you will be walked through the process of downloading. To down load the entire call in one ZIP file simply click the check box under Select All and then click “Submit”. You must be registered with the software to down load the entire call in one ZIP file.

Where to find MoPlans on MoDOT’s web site

1. Go to MoDOT’s Web page at www.modot.org
 2. Place cursor over “Doing Business With MoDOT”
 3. Click “Online Plans Room”
- Or
1. Go to MoDOT’s Web page at www.modot.org
 2. Click “Doing Business With MoDOT”
 3. Scroll down then Click “See More”



- The screen shown below will appear. It will be for the current Bid Opening (In this case September 20, 2019).



MO • PLANS
MoDOT's Online Plans Room

[Create an Account](#)
[Reset Your Password](#)
[Help](#)

Bid Opening Information for September 2019
View Another Bid Opening: [09/20/2019]

Item	Updated
Notice of Bid Openings	08/15/2019
Supplemental Notice-A05,G03	08/20/2019
Bid Express	
Asphalt Price Index	
Plan Holder List (MoDOT Planroom)	
Preliminary Quantities	08/20/2019
DBE.bln	08/15/2019
State Wage Rates	08/15/2019
General Provisions and Supplemental Specs	08/15/2019
Supplemental Plans	08/15/2019

Call for	Description	Bid Book	JSPs	Plans	Cross Sections	Electronic Deliverables	Download Files
190920							
A01	(1) Job J153070 Route T HOLT County. Bridge rehabilitation over Spring Creek, 0.5 mile south of Rte. O near Oregon, the total length of improvement being 0.037 miles. (2) Job J153071 Route T HOLT County. Bridge rehabilitation over Easter Creek, 0.8 mile north of Rte. U near Oregon, the total length of improvement being 0.05 miles. (3) Job J153143 Route H HOLT County. Bridge rehabilitation over Nichols Creek, 0.3 mile east of Rte. B, near Oregon, the total length of improvement being 0.04 miles. (4) Job J153204 Route U ATCHISON County. Bridge rehabilitation 1.3 miles south of Rte. 136 near Phelps City, the total length of improvement being 0.040 miles.	View 	View 	View 			Select All <input type="checkbox"/> Download Selected Files for Call A01 <input type="button" value="Submit"/>

- Click the down arrow by the Bid Opening Date and select the letting you want. When you open the web page it should default to the latest advertised letting.

Downloading Bidding Documents for a Call (Requires Vendor ID)

1. Click the check boxes for the files you want to download to your computer or click the check box for “Select All” to download the all the files associated with the call to your computer. When you click the “Select All” check box all the check boxes for the call will be checked.
2. Click the “Submit” button to start the download process.

Call for	Description	Proposal	Plans	Cross Sections	Electronic Deliverables	Download Files
190315						
B01	(1) Job J2P3157 Route 54 AUDRAN County. Grading, pavement and drainage at intersection with Rte. BB and Rte. 19 (Scott's Corner) south of Laddonia, the total length of improvement being 0.25 miles.	View 	View 	View 		<input type="checkbox"/> Select All <input type="checkbox"/> Download Selected Files for Call B01 <input type="button" value="Submit"/>

3. You will be required to log on to the web page. The login screen is shown below.

Please log in to have the ability to download files

Email:

Password:

Email and Password are case sensitive

Forget your password? Please [click here](#) to get your password by email

Please [click here](#) to register if you do not have an account as a plan holder

4. If you have a login to download a file
 - A. Enter your Email address
 - B. Enter your Password
 - C. Click Login or press Enter
 - D. You will see the screen below when you are logged on

MoDOT eBidLetting Download

Letting On: September 2019
Letting Number: 190920
Call Number: A01
Addendum: 00

Welcome **iesha wright-crowder** !

The download files that you have selected are:

- Bid Book
- JSPs
- Plans
- Electronic Deliverables

Include Me On Plan Holder List Yes No

If you want to cancel this download, please click link of [Back to Open Letting](#)

- E. If you do not want to be included on the Public Plan Holder’s List then click “No” “Yes” will be selected by default.
- F. Click “Continue”. You will not be added to the Public Plan Holder’s List until you click continue.

G. You will see the screen below:

If you need to download another call, please click button of Download Another Call after getting all files that you need.

File Type	File Name	Download File
Bid Book	190920_A01_J1S3070_J1S3071_J1S3162_J1S3204_Bid_Book.pdf	Get File
JSPs	190920_A01_J1S3070_J1S3071_J1S3162_J1S3204_JSPs.pdf	Get File
Plans	190920_A01_J1S3070_J1S3071_J1S3162_J1S3204_Plans.pdf	Get File
Electronic Deliverables	190920_A01_J1S3070_J1S3071_J1S3162_J1S3204_Electronic_Deliverables.zip	Get File

Zip File Name	Download Zip File
190920_A01_J1S3070_J1S3204_J1S3162_J1S3071.zip	<input type="button" value="Get Zip File"/>

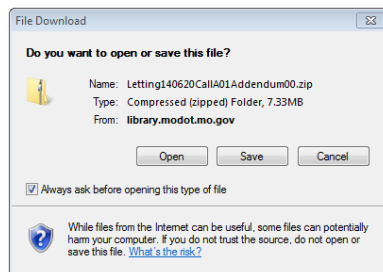
Please logout from your account if you do not need another download.

H. Click the “Get File” to download the file to your computer.

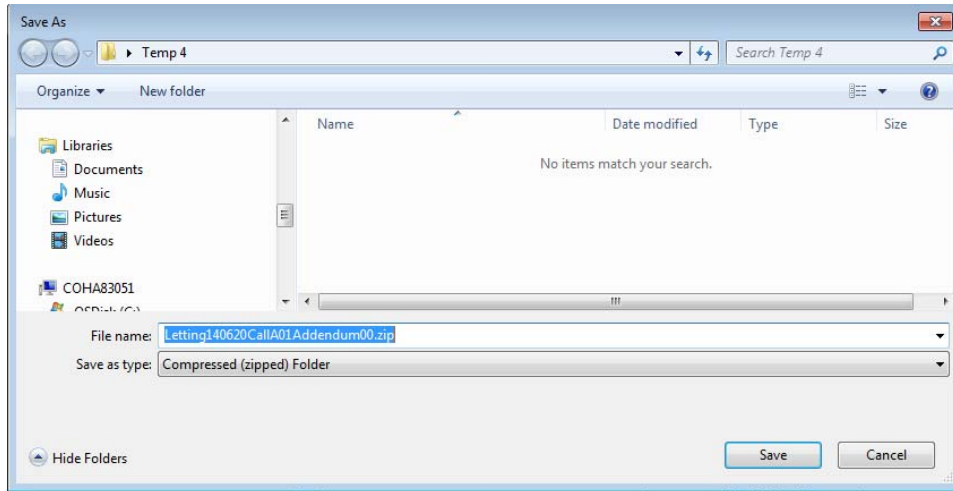
i. You will need to repeat this for each file you want to download.

I. To download the whole call, click the “Get Zip File”. The entire call is contained in the Zip file.

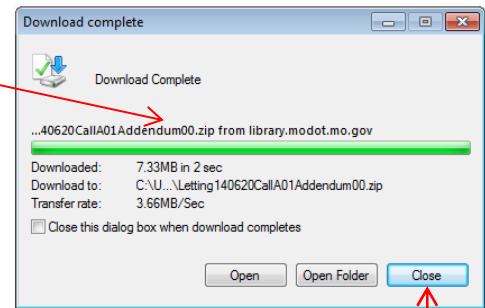
J. You will see the dialog box shown below.



K. Click Save and the screen shown below will appear.



- L. Save the file to the location of your choice.
 - i. Please note that the file name for the ZIP file says Addendum00. Addendum00 means there is **not** an addendum on the call. The file with the first addendum will say Addendum01.

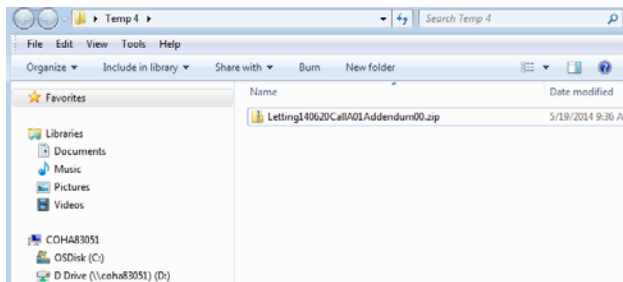


M. The following screen to the right will appear.

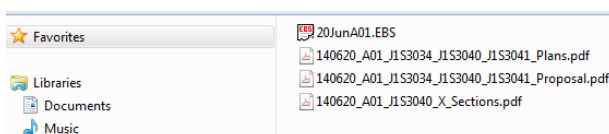
N. Click Close when download is complete

O. Click "Download Another Call" or "Logout from My Account"

P. Use Windows Explorer and go to the folder where you placed the Zip file. You should see something similar to the screen shown below.



Q. Double Click the Zip file and you will see the screen below.



- R. Save the individual files in the ZIP file to the folder of your choice.
- S. Refer to “How to View Plans” for instruction on downloading addendum files. An addendum is treated like a separate call.

How to View Plans

A. Introduction

MoDOT has created this web site so the public can view the Proposal, Plans, and Cross Sections on projects they are interested. The proposal provides the contractual requirements of the call such as how much concrete, steel and asphalt will be needed on the call. These amounts may be broken down further into the parts of the call called Job Numbers. Calls may be one Job Number or several Job Numbers combined into one call. Examples of Job Numbers are J1P1234, J1P1234B, and J6I1234.

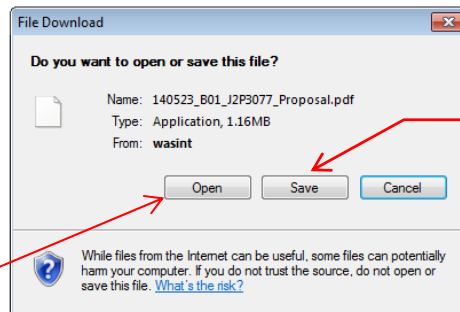
The plans show the details of what is to be built. An index is found on the first sheet to help you navigate through the plans. The Bridge Plans for each Job Number are included at the end of the plans for that Job Number.

B. How to View the Files

1. Click the text “View” for the file you want to view. The check boxes are for downloading files.

Call for	Description	Bid Book	JSPs	Plans	Cross Sections	Electronic Deliverables	Download Files
190920							
A01	(1) Job J1S3070 Route T HOLT County. Bridge rehabilitation over Spring Creek, 0.5 mile south of Rte. O near Oregon, the total length of improvement being 0.037 miles. (2) Job J1S3071 Route T HOLT County. Bridge rehabilitation over Easter Creek, 0.8 mile north of Rte. U near Oregon, the total length of improvement being 0.05 miles. (3) Job J1S3162 Route H HOLT County. Bridge rehabilitation over Nichols Creek, 0.3 mile east of Rte. B, near Oregon, the total length of improvement being 0.04 miles. (4) Job J1S3204 Route U ATCHISON County. Bridge rehabilitation 1.3 miles south of Rte. 136 near Phelps City, the total length of improvement being 0.048 miles.	<input checked="" type="checkbox"/> View <input type="checkbox"/>	<input checked="" type="checkbox"/> View <input type="checkbox"/>	<input checked="" type="checkbox"/> View <input type="checkbox"/>			<input type="checkbox"/> Select All <input type="checkbox"/> Download Selected Files for Call A01 <input type="button" value="Submit"/>

2. The following screen will appear.



3. Click “Open” and the file will open in Adobe Acrobat Reader for your viewing.
 - A. If your internet connection is slow, you can save the file to your computer by clicking “Save” so the viewing will be faster once it downloads. The files may be very large.

4. When you are done viewing the file, close Adobe Acrobat Reader by clicking the X in the upper right hand corner of the page and the web page will be shown.
5. If you save the files to your computer, below is an example of what the file names will be. EBS files cannot be viewed. The EBS file can only be downloaded with a Vendor ID number.

File Type	File Name
Bid Book	190920_A01_J1S3070_J1S3071_J1S3162_J1S3204_Bid_Book.pdf
JSPs	190920_A01_J1S3070_J1S3071_J1S3162_J1S3204_JSPs.pdf
Plans	190920_A01_J1S3070_J1S3071_J1S3162_J1S3204_Plans.pdf
Electronic Deliverables	190920_A01_J1S3070_J1S3071_J1S3162_J1S3204_Electronic_Deliverables.zip

6. What the file names mean.

- A. Year of the letting (digit 1 and 2)
- B. Month of the letting (digit 3 and 4)
- C. Day of the letting (digit 5 and 6)
- D. Call number for letting
- E. Job Number
- F. What the File Contains
- G. File type

7. How to view Addendum files

- A. Below is a screen print with an addended file. The addendum only contains the sheets that are changed for the Plans and Cross Sections. If there are changes to the Proposal or Electronic Deliverables they will be replaced completely so the new file contains the old pages plus the new ones.

Call for 190920	Description	Bid Book	JSPs	Plans	Cross Sections	Electronic Deliverables	Download Files
A05	ADDENDUM A05-001						Select All <input type="checkbox"/> Download Selected Files for Call A05-001 <input type="button" value="Submit"/>

- B. The Addendum letter gives a summary of what is changed in the addendum.
- C. The revised files are listed to the right of the letter. In the example above, only the proposal is changed. The boxes are blank when there is no file attached for that item.



How to Create a Login

A. Login Requirements

MoDOT wants to know who is considering bidding a particular call. This information is kept in a file called the Plan Holder’s List. With the introduction of this web page MoDOT will not be tracking who has downloaded plans, but will track who has downloaded the EBSX file required to bid the call. With MoPlans, the public can now have easy access to the any plans they may be interested in viewing.

To create a login you will need a valid email address and Vendor ID registered with MoDOT’s Construction Division. For more information on obtaining a Vendor ID please contact Jennifer Smith at 573-751-8305, or by email at Jennifer.Smith@modot.mo.gov . More information on how to get a Vendor ID as a Prime or Sub-Contractor, go to the following web page:

https://www6.modot.mo.gov/eBidLettingPublicWeb/viewStream.do?documentType=general_info&key=817

B. How to Create a Login

1. Go to MoDOT’s Web page at www.modot.org
2. Place your cursor over “Doing Business with MoDOT”
3. Click “Online Plans Room”
4. Then click on “Create an account” (over on the right side).



[Create an Account](#)
[Reset Your Password](#)
[Help](#)

OR

- A. Click the down arrow by the Bid Opening Date and select the letting you want. When you open the web page it should default to the latest letting advertised.
- B. Click the check boxes for the files you want to download to your computer or click the check box for “Select All” to down the all the files associated with the call to your computer. When you click the “Select All” check box all the check boxes for the call will be checked.
- C. Click the “Submit” button to start the download process.
- D. The login screen will appear.
- E. Click “**click here**” to register.

Please log in to have the ability to download files

Email:

Password:

Email and Password are case sensitive

Forget your password? Please to get your password by email

Please [click here](#) to register if you do not have an account as a plan holder



F. You will see the following screen.

[Back to Open Letting](#)

If you have registered, please [click here](#) to go the login page

First Name:
 Last Name:
 Phone Number:
 Email:
 Confirm Email:
 Password:
 Confirm Password:
 Vendor ID: [How do I get a Vendor ID](#)

} Case Sensitive

- G. A password will be required and is limited to 20 characters.
- H. Fill in all the fields as shown above
 - a. Please note that emails and passwords are case sensitive.
 - b. **Write down the Email Address and Password used for your records.**
- I. Click "Submit" and you will be taken to the screen shown below

[Back to Open Letting](#)

Please log in to have the ability to download files

Email:
 Password:

Email and Password are case sensitive

Forget your password? Please to get your password by email

Please [click here](#) to register if you do not have an account as a plan holder

J. Click Login. You do not have to wait for a password to be emailed to you.

C. Forgot Your Password

1. Go to MoDOT's Web page at www.modot.org
2. Place your cursor over "Doing Business with MoDOT"
3. Click "Online Plans Room"
4. Click the down arrow by the Bid Opening Date and select the letting you want. When you open the web page it should default to the latest letting advertised.
5. Click in the check boxes for the files you want to download to your computer or click the check box for "Select All" to download all the files associated with the call to your computer.
6. Click the "Submit" button to start the download process.



[Create an Account](#)
[Reset Your Password](#)
[Help](#)

7. The login screen will appear.
8. Click "Reset your password" to get your password.
9. You will see the screen below

[Back to Open Letting](#)

Email:

Current Password:

New Password: ← Case Sensitive

Confirm New Password:

Password is case sensitive

Please [click here](#) if you do not know your current password
 Please [click here](#) if you have a password reset code

10. Enter all the information to reset your password or follow one of the steps below.
 - a. "Click here" if you do not know your current password; or
 - b. "Click here" if you do have password reset code.
11. **In the next hour**, the password will be sent to your email address by: MoDOTBiddingandContractServices@modot.mo.gov.

Please log in to have the ability to download files

- The password has been sent to your email box.

Email:

Password:

Email and Password are case sensitive

Forget your password? Please to get your password by email

Please [click here](#) to register if you do not have an account as a plan holder



D. Forgot the Email Address Registered with the Web Page

1. Follow the procedure to get a login (page 10). If the email address is already registered you will get the following message. That is the email addressed you used.

If you have registered, please [click here](#) to go the login page

• The Email Address must be unique; however, this Email Address has been used in the system. . ←

First Name:

Last Name:

Phone Number:

Email:

Confirm Email:

Password:

Confirm Password:

Vendor ID: [How do I get a Vendor ID](#)

2. If you do not know the password, follow the procedure for the lost password in the section before this one.

How to get Letting Specific Information

Below is a screen shot of letting specific information.

- [Bid Information](#)
- [Notice of Bid Openings](#)
- [Supplemental Notice- F01,G02,G04,G05,G07,G10](#)
- [Bid Express](#)
- [Asphalt Price Index](#)
- [Plan Holder List \(MoDOT Planroom\)](#)
- [Preliminary Quantities](#)
- [DBE bin](#)
- [Federal Provisions and Wage Rates](#)
- [State Wage Rates](#)
- [General Provisions and Supplemental Specs](#)
- [Supplemental Plans](#)
- [Fuel Index](#)

1. To view any of the letting specific information shown above, just click the item and it will open in the web browser. All the files except DBE.bin are in PDF format and will be shown in Acrobat Reader. By moving your mouse to the bottom center of the page you are viewing, the Adobe icon tool bar will appear as shown below. Normal Acrobat viewing functions are available.



2. When you are done viewing the file, **click the back button** and you will be taken back to the web page. Clicking the X in the upper right corner will close the web page.

3. What is contained in the files?
 - A. Notice of Bid Openings – contains a listing of all projects advertised for Bids five weeks before the bid opening.
 - B. Supplemental Notice – lists the calls added to the Notice of Bid Openings
 - C. Plan Holder's List – lists all contractors that have downloaded the EBS file required for bidding the project.
 - D. Asphalt Price Index- list the price for asphalt for the current month and those before.
 - E. Required Federal Aid Provisions – contains several provisions requiring goals of performance on projects funded with federal highway money.
 - F. FHWA Form 1273 – lists federal provisions that must be incorporated in each construction contract.
 - G. General Provisions and Supplemental Specs- Official signed copy of the Missouri Standard and Specifications for Highway Construction
 - H. Supplemental Plans- published per quarter and shows the Missouri standard plans for highway construction.
 - I. Preliminary Quantities – lists the summary of quantities for each call so the contractor can review the quantities to decide if they want to bid a project.
 - J. State Wage Rates- Changes every July and shows the state wage rates for the fiscal year.
 - K. Fuel Index- The cost of fuel for the current and previous months. It is available the week of letting and Afterwards but not before
 - L. DBE.bin – a binary file listing all the Disadvantage Business Enterprises (DBE) certified to do work with MoDOT. This file is needed for the contractor to bid a project. The file must be placed in the same folder as the EBS file to prepare a bid.



Frequently Asked Questions

1. Why can I not view the EBS file? This is a binary file and you can only view the file with the Expedite Bid software. MoDOT is also using this file to know which contractors are considering bidding a call. If MoDOT wants to notify all interested contractors about an issue with a call, they will use the list of contractors that have downloaded the EBS file.
2. Where am I going to get printed copies of the bidding documents? MoDOT believes that INDOX and other printing services will provide this service for a fee.
3. Will I get printed copies of the bidding documents when I am awarded the low bid? No, MoDOT will no longer be providing printed copies to the low bidder. With Quality Management being implemented on MoDOT projects, contractors are requesting more printed copies. Now they can just request as many copies as they need from the printing service they used to prepare their bid. The low bidder is welcome to download the plans from MoDOT's web site and print them. However, MoDOT only keeps the plans available for 3 months on the web site.
4. Why can I not download the call and the addendum at the same time? The addendum is treated as a separate call. The possibility exists that all the files on a call could be included in the addendum and this would result in a download file being too big for the server to handle. Therefore the web page was designed to not allow the addendum to be down loaded with the call.



5. Why do I keep being included on the Plan Holder's List? You are put on the Plan Holder's List by default when downloading files unless you click the radio button to not be included as shown below.



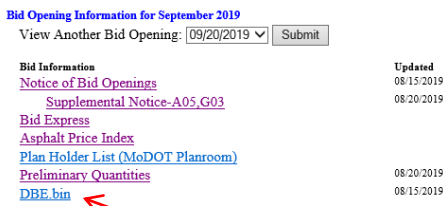
6. I checked the radio button to be included on the Plan Holder's List and I am not being added? You must click the "Continue" button to be added to the list.

7. I forgot to click "No" and I have been included on the Plan Holder's List. How do I get my name removed from the Plan Holder's List for that call? Download a file for the call and select "No". The program only remembers the last selection made on a call.

8. I want to be informed by email when an addendum is published for a call? Download a file for the call you are interested in. The program will send an email to the email address that downloaded the file anytime an addendum is published for the call. You do not need to be on the Plan Holder's List to receive the notification.

9. Bid Express gives me an error that the DBE.bin file is not found? You must place the DBE.bin file in the same folder as the EBS file on your hard drive. You can obtain the DBE.bin file on the MoPLANS website at the following web address:

<https://www.modot.org/modot-online-plans-room>



10. If I want to talk to a person for help who can I contact? You can contact luesha at 573-751-9253 or at bidquestions1@modot.mo.gov for help.