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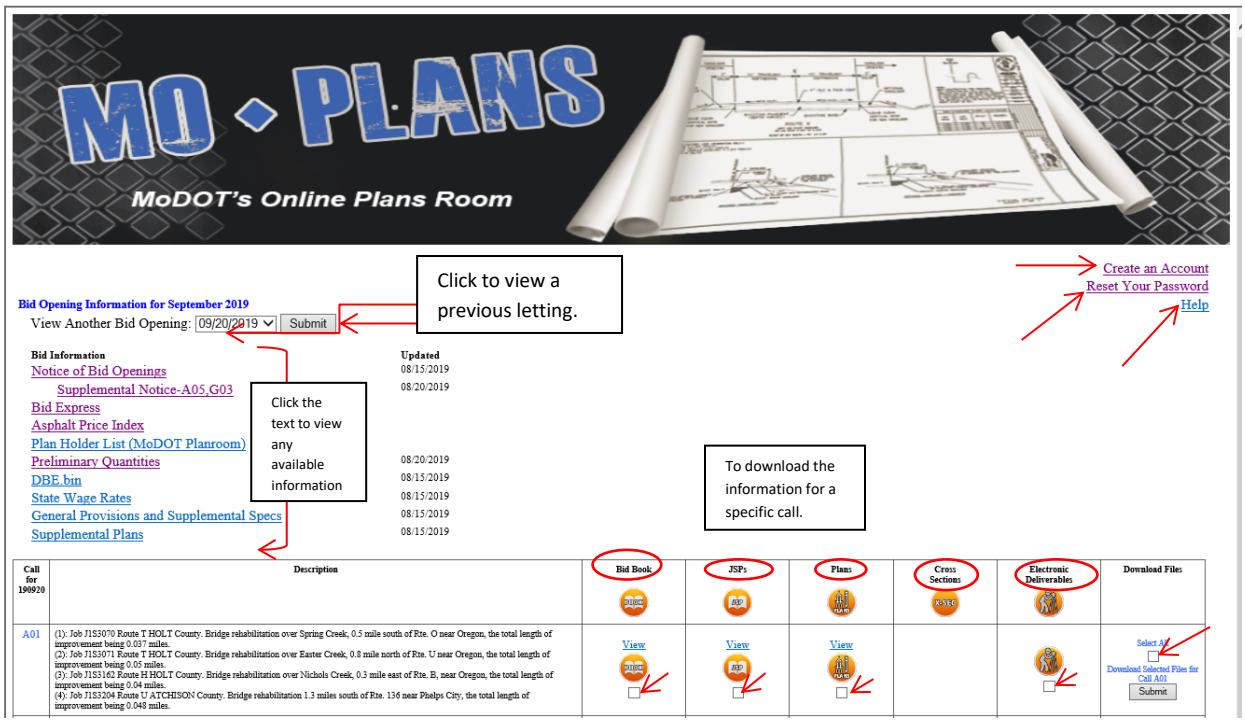
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Introduction

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.



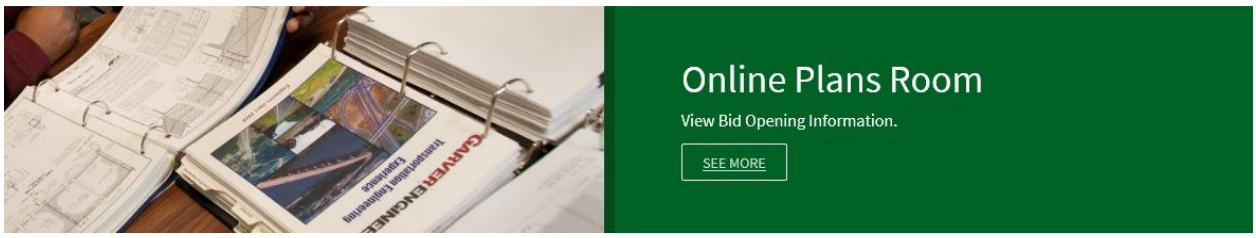
To down load files, click the check box for one or more files in one call and click the submit button to the right of the call and you will be walked through the process of downloading. To down load the entire call in one ZIP file simply click the check box under Select All and then click "Submit". You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

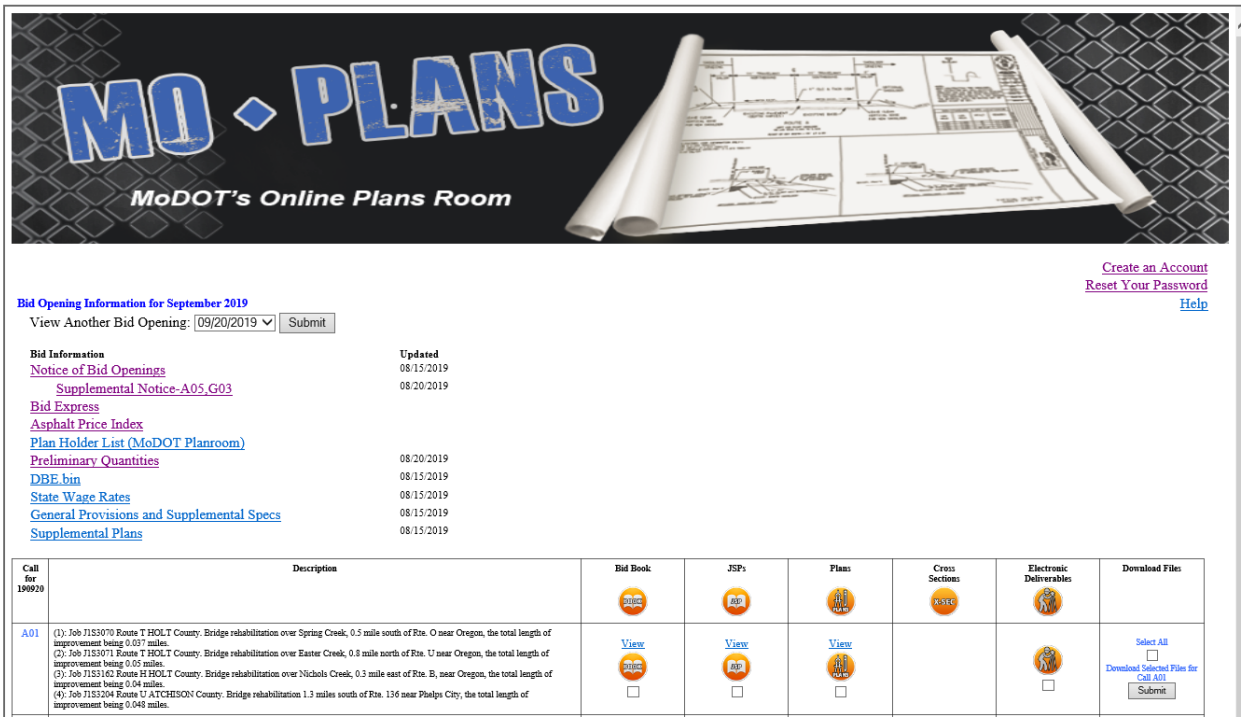
1. Go to MoDOT's Web page at www.modot.org
2. Place cursor over "Doing Business With MoDOT"
3. Click "Online Plans Room"

   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"



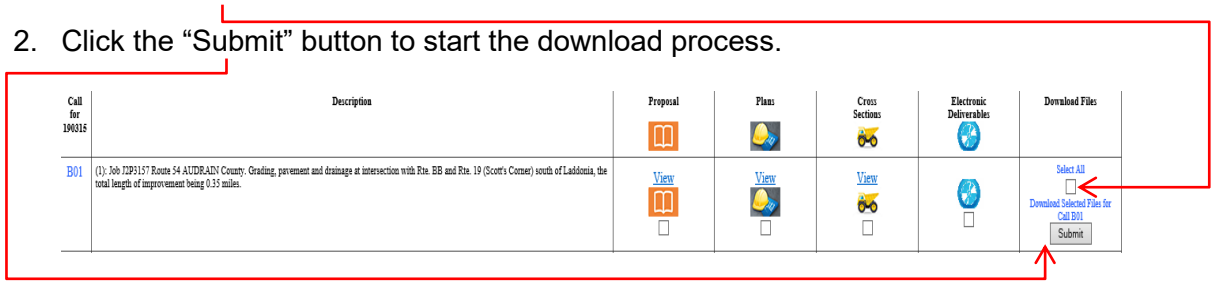
4. The screen shown below will appear. It will be for the current Bid Opening (In this case September 20, 2019).



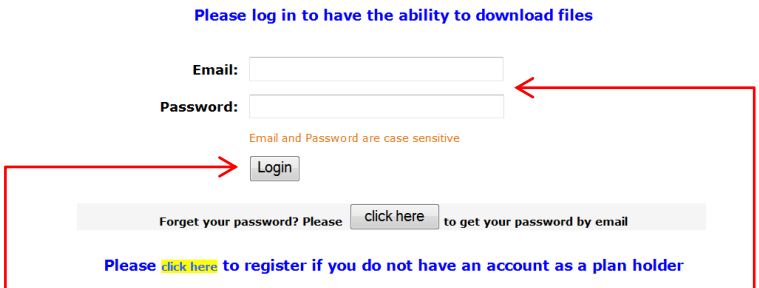
5. Click the down arrow by the Bid Opening Date and select the letting you want. When you open the web page it should default to the latest advertised letting.

Downloading Bidding Documents for a Call
(Requires Vendor ID)

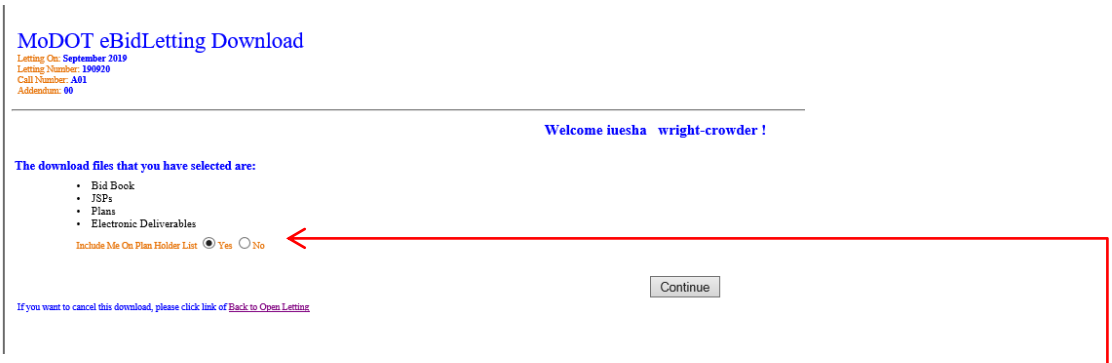
1. Click the check boxes for the files you want to download to your computer or click the check box for “Select All” to download the all the files associated with the call to your computer. When you click the “Select All” check box all the check boxes for the call will be checked.
2. Click the “Submit”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



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



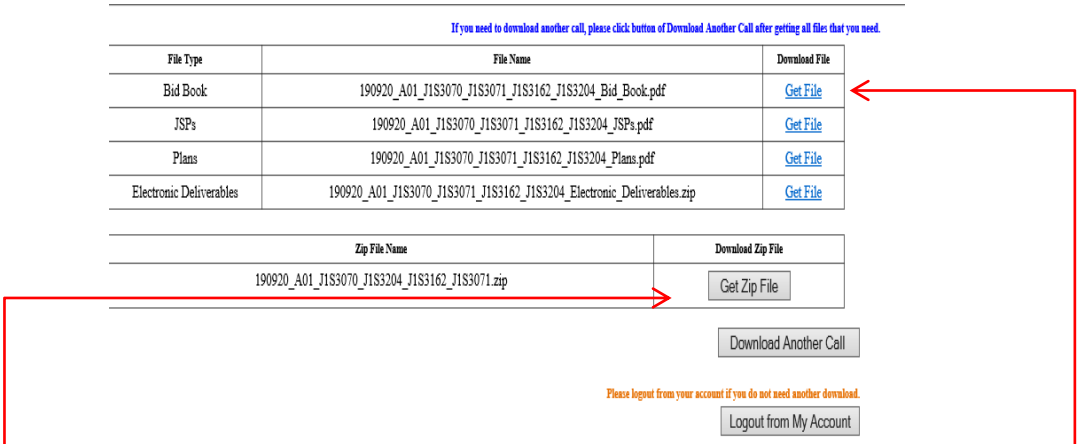
4. If you have a login to download a file
   A. Enter your Email address
   B. Enter your Password
   C. Click Login or press Enter
   D. You will see the screen below when you are logged on



   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.

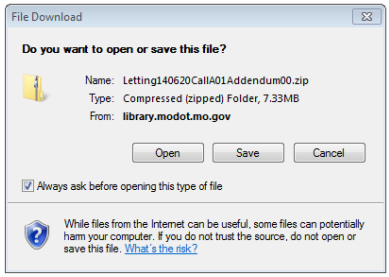
G. You will see the screen below:



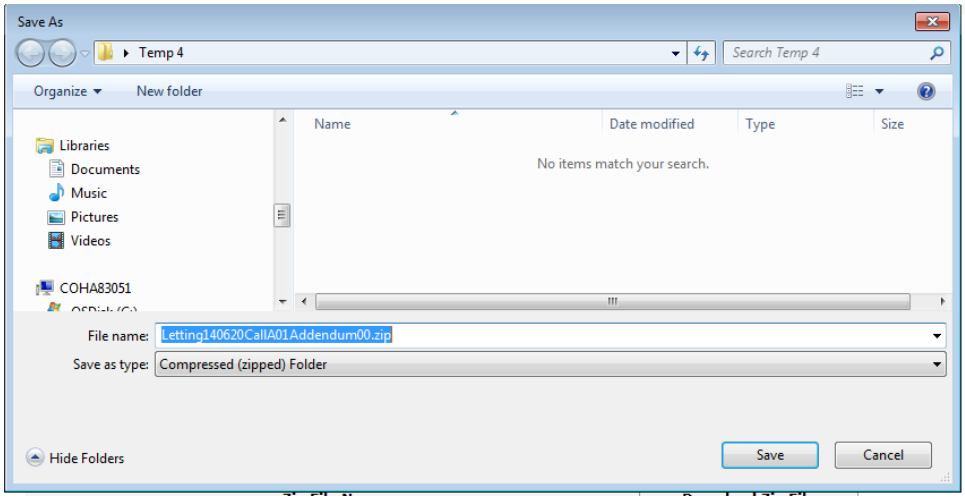
H. Click the “Get File” to download the file to your computer.
   i. You will need to repeat this for each file you want to download.

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

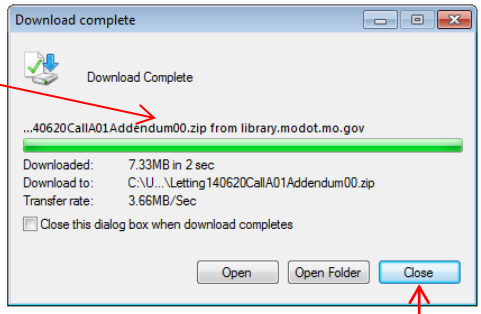
J. You will see the dialog box shown below.



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 Addednum00. Addendum00 means there is **not** an addendum on the call. The file with the first addendum will say Addendum01.

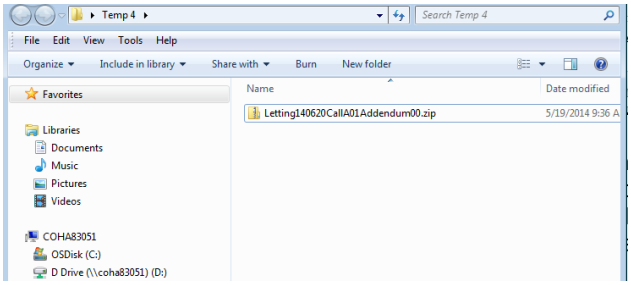


M. The following screen to the right will appear.

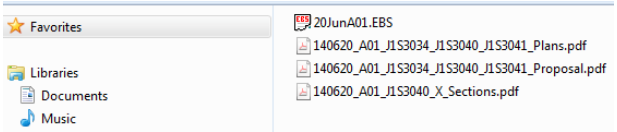
N. Click Close when download is complete

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

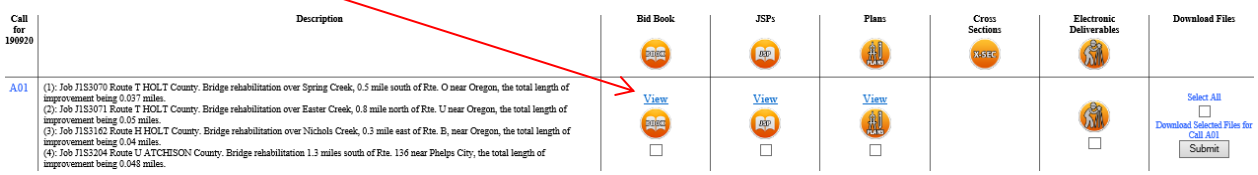
A. Introduction

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.

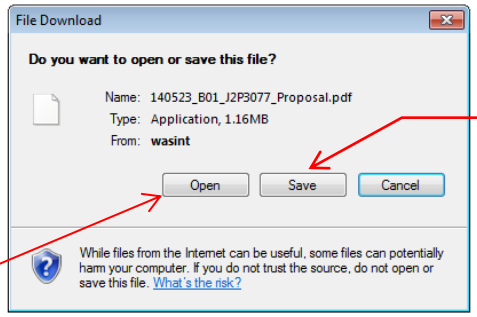
The plans show the details of what is to be built. An index is found on the first sheet to help you navigate through the plans. The Bridge Plans for each Job Number are included at the end of the plans for that Job Number.

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.



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.

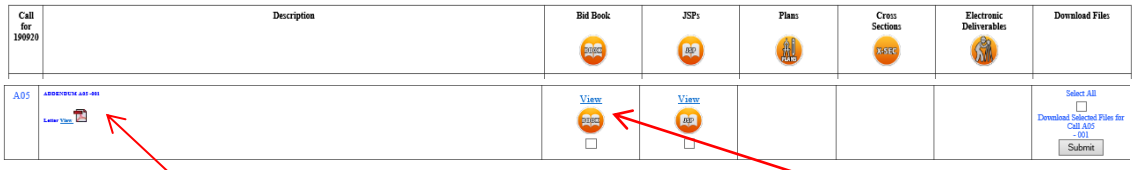
4. When you are done viewing the file, close Adobe Acrobat Reader by clicking the X in the upper right hand corner of the page and the web page will be shown.

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.



   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

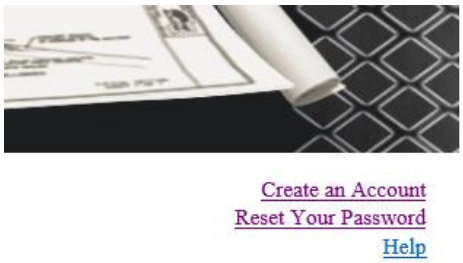
MoDOT wants to know who is considering bidding a particular call. This information is kept in a file called the Plan Holder's List. With MoPlans, the public can now have easy access to the any plans they may be interested in viewing.

To create a login you will need a valid email address and Vendor number registered with MoDOT's Construction Division. To find your vendor number go to Bid Opening Info | Missouri Department of Transportation and click on the Sub Vendor List below Documents at the bottom of the page. If you don't see your name on the list follow the instructions in the following web page:

https://www.modot.org/becoming-prime-contractor-modot

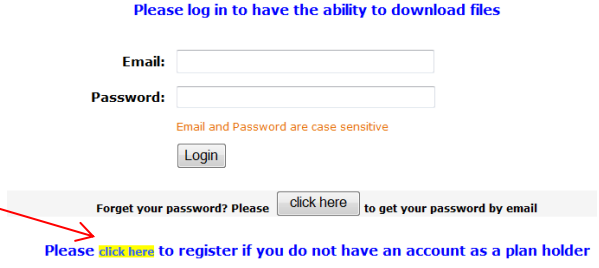
B. How to Create a Login

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).



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.



F. You will see the following screen.



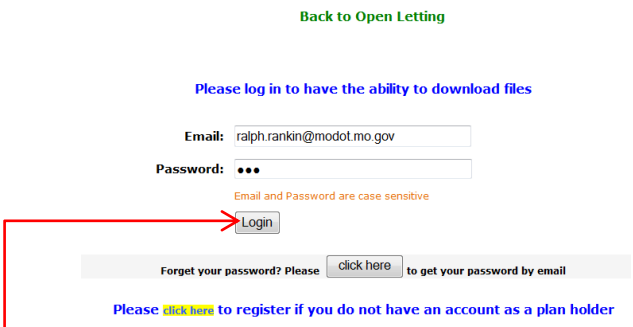
G. A password will be required and is limited to 20 characters.

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.

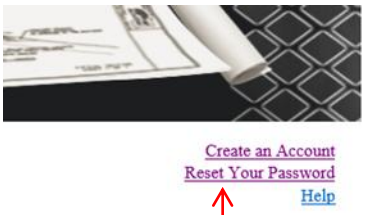
I. Click “Submit” and you will be taken to the screen shown below



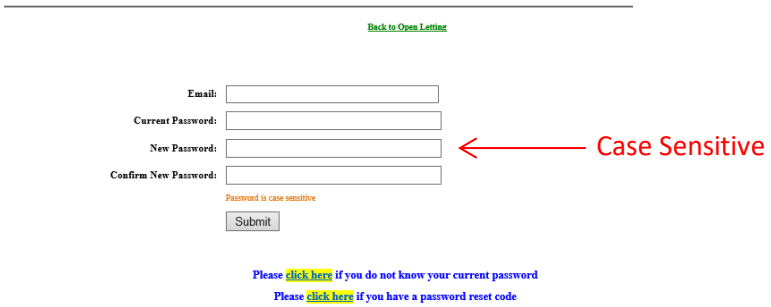
J. Click Login. You do not have to wait for a password to be emailed to you.

C. Forgot Your Password

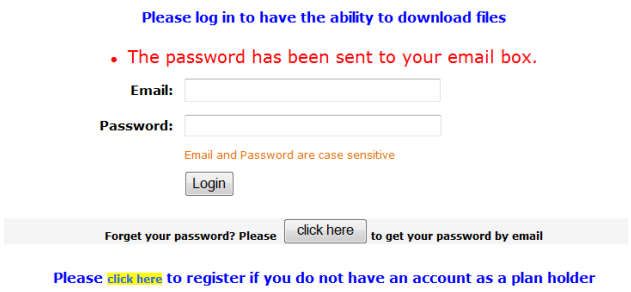
1. Go to MoDOT's Web page at www.modot.org
2. Place your cursor over "Doing Business with MoDOT"
3. Click "Online Plans Room"
4. Click the down arrow by the Bid Opening Date and select the letting you want. When you open the web page it should default to the latest letting advertised.
5. Click in the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



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



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.



D. Forgot the Email Address Registered with the Web Page

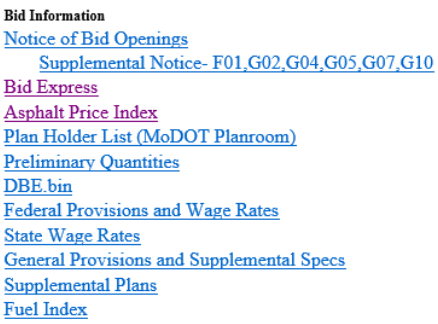
1. Follow the procedure to get a login (page 10). If the email address is already registered you will get the following message. That is the email addressed you used.



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.



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 Iuesha at 573-751-9253 or at bidquestions1@modot.mo.gov for help.