

MoDOT Plans Room Online Manual

MoDOT Bidding & Contract Services
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I AM GETTING AND ERROR THAT THE DBE.bin FILE CANNOT BE FOUND? ..... **Error! Bookmark not defined.**

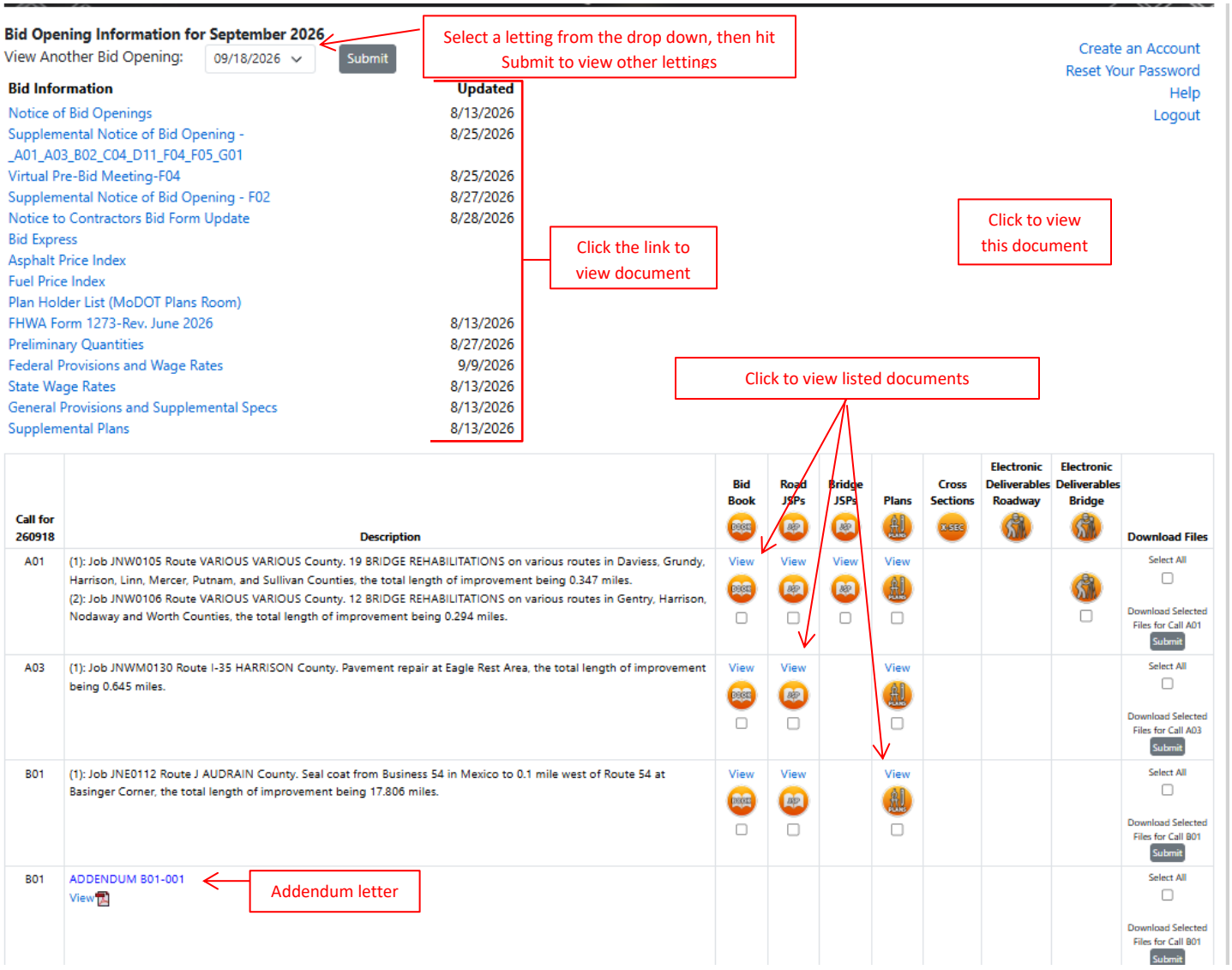
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PLANS ROOM OVERVIEW

MoDOT's Plans Room allows contractors and plans providers easy access to download bidding documents for roadway improvement projects administered by MoDOT. The public also has access to the plans room. The user can access information for a letting by choosing a letting date from the dropdown box and clicking submit. The links under the Bid Information heading include information pertaining to the selected letting. Clicking one of these links will open the listed document *(the DBE.bin file cannot be viewed, and is used only in conjunction with the Bid Express bidding software)*. Clicking the "View" link in the Proposal, Plans, or Cross sections column of a call will allow you to view the listed document for that call. When a call includes an Addendum the addendum letter and corresponsing document(s) will be located under the initial call.

This help document can be accessed by selecing the "Help" link in the upper right corner of the page.

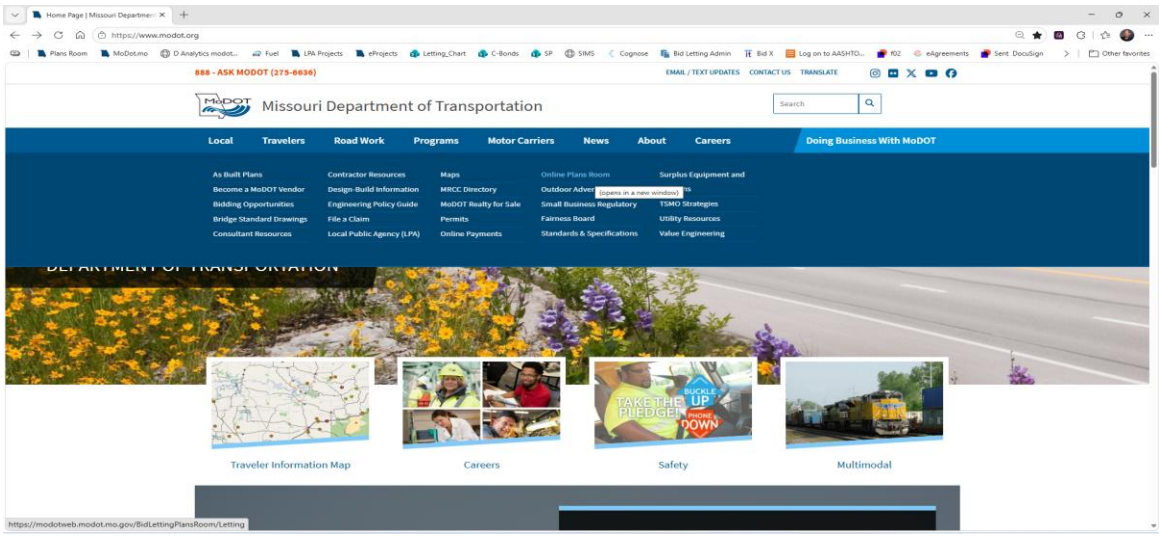




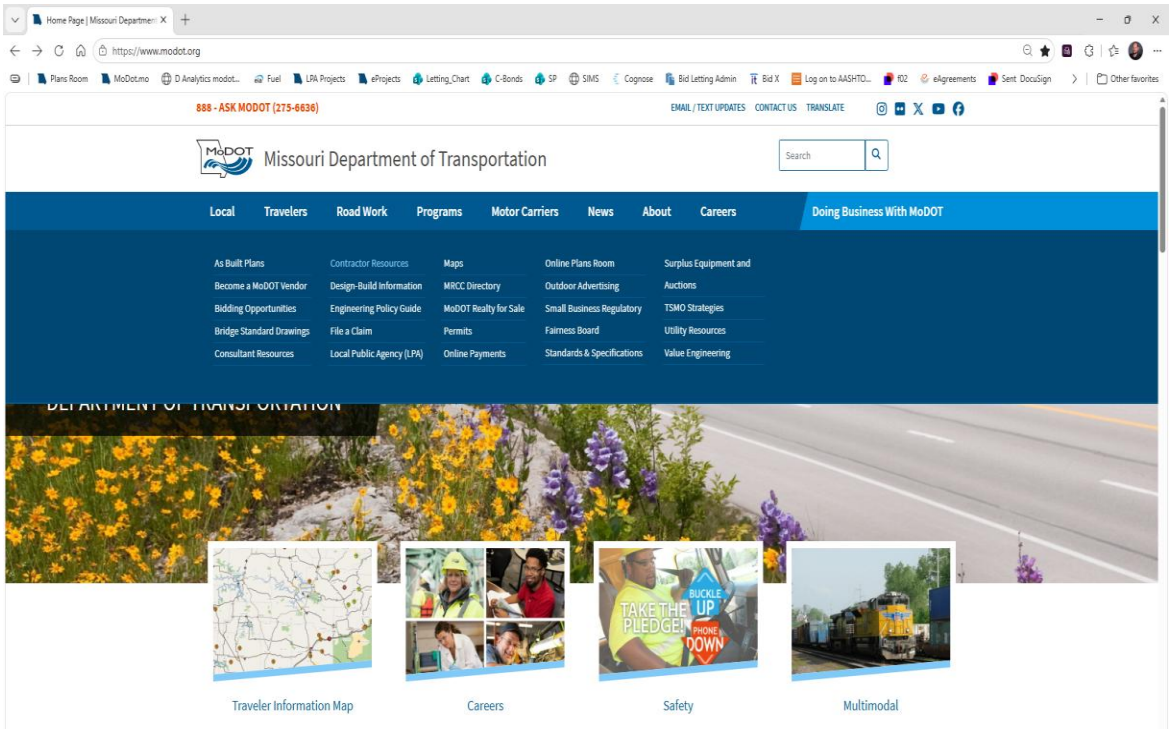
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ACCESSING THE MODOT PLANS ROOM

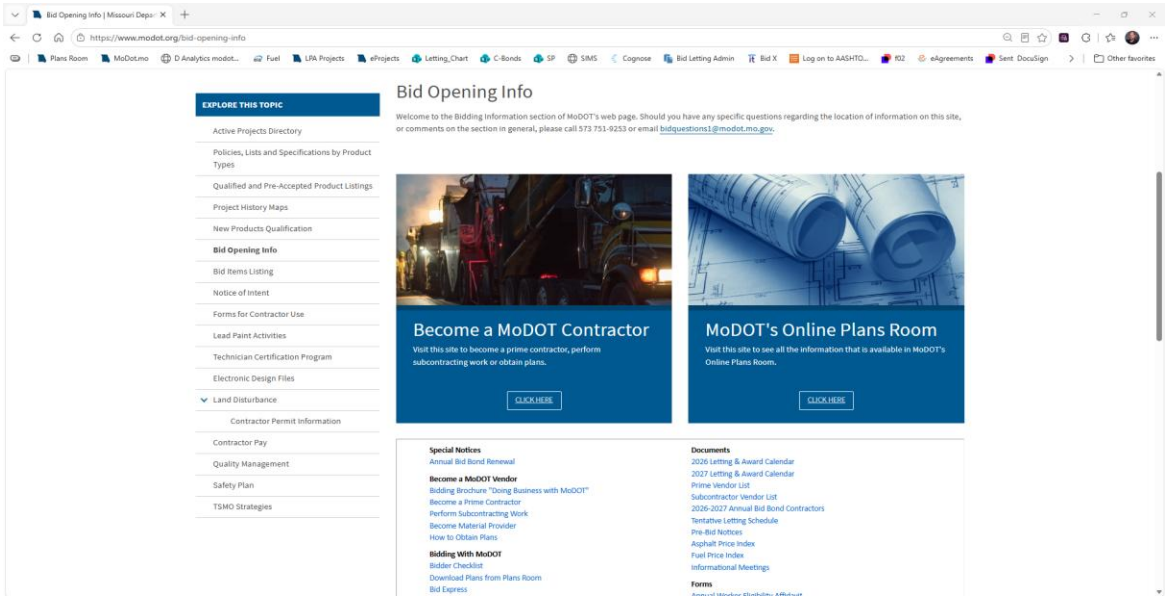
1. Go to www.modot.org.
2. Hover over “Doing Business With MoDOT
3. A Drop Down Menue will appear
4. Click on “Online Plans Room”

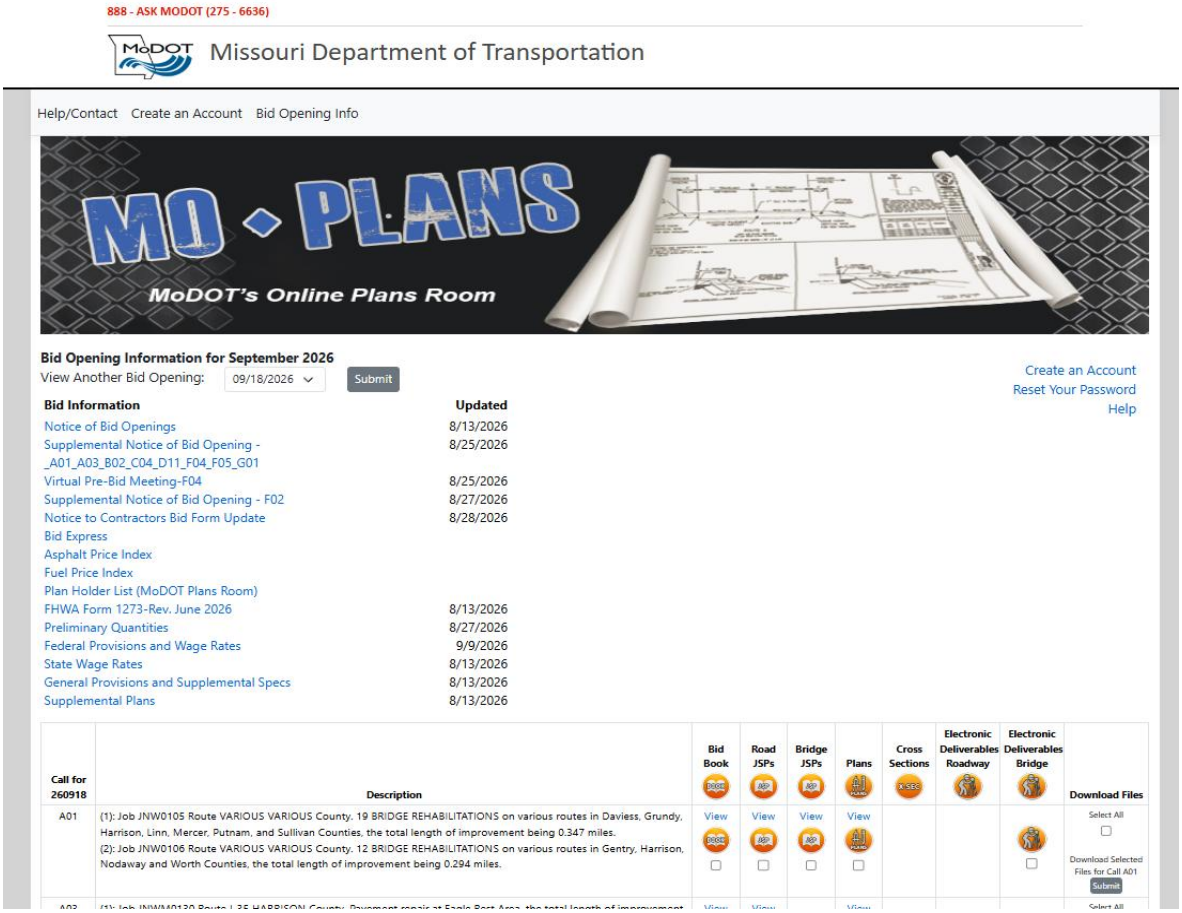


5. If you are not a MoDOT Contractor click on “Contractor Resources”



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6. To become a MoDOT contractor Click on “Become a MoDOT Contractor”
7. This page also has a link to the MoDOT Online Plans Room
8. 

9. 

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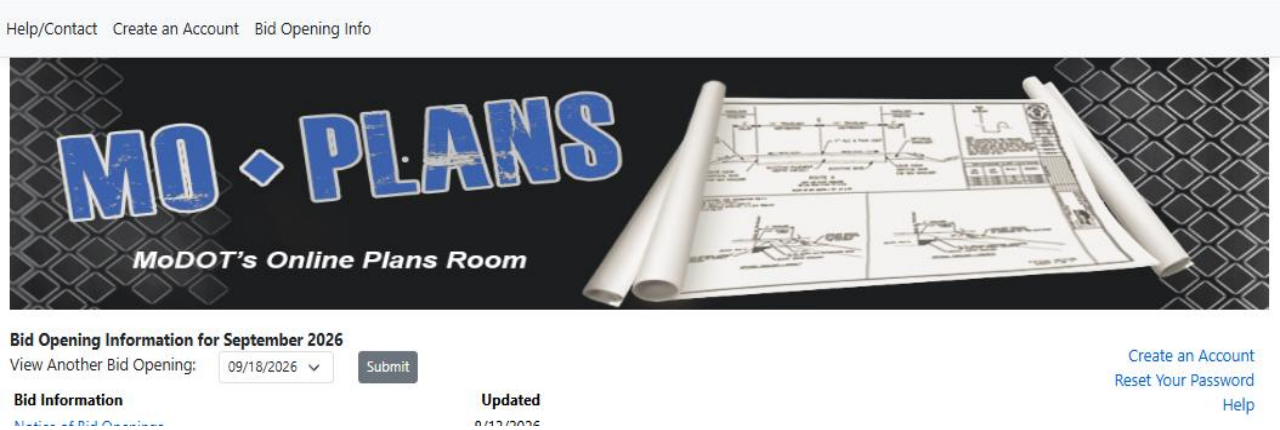
CREATING A PLANS ROOM ACCOUNT

In order to download plans from the MoDOT Plans Room you must have a plans room account. To create a plans room account you must have a valid e-mail address and a MoDOT Vendor ID.

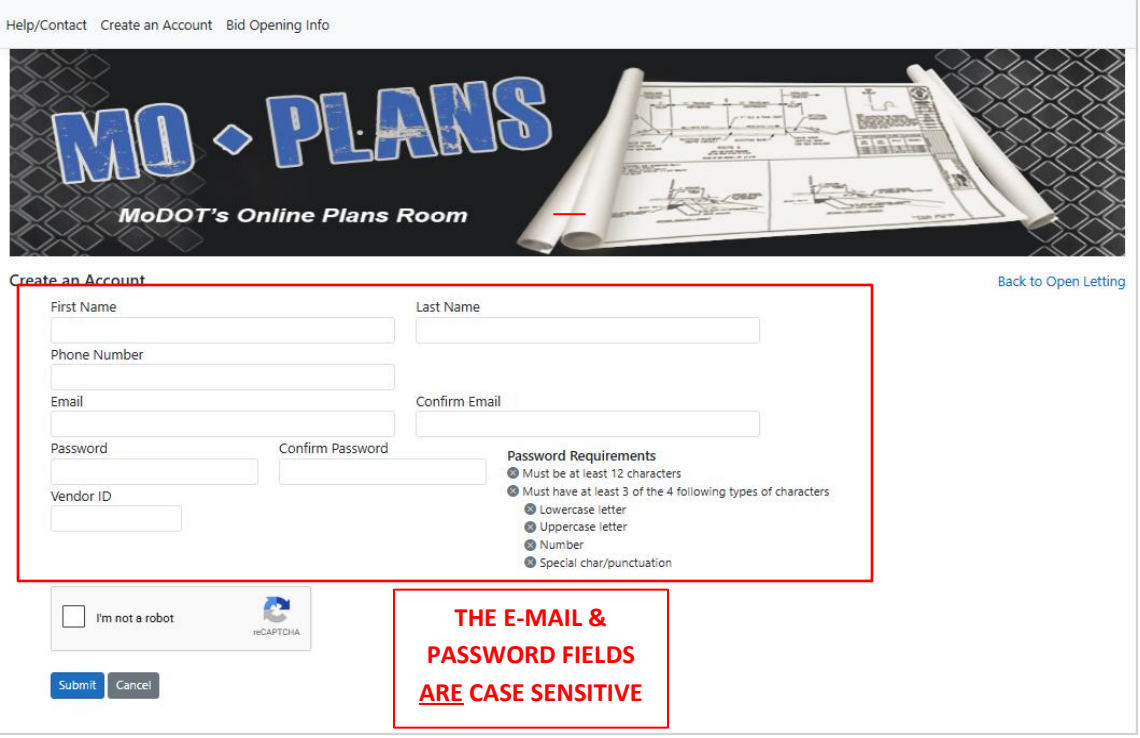
MoDOT Vendor ID's are provided by MoDOT's Construction Division. Contract support at (573) 751-8305 or contractorsupport@modot.mo.gov to obtain a Vendor ID.

To Create a Plans Room Account:

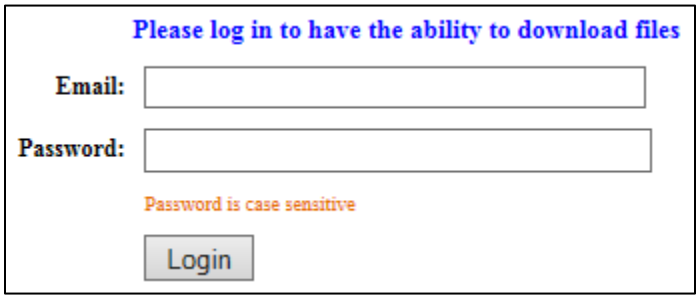
1. Select Create an Account on the right side of the plans room page.



2. Fill in all the fields listed and click Submit.



3. Enter your e-mail and password to log into the plans room.



FORGOT PASSWORD

If you forget your password you can request to have it sent to the e-mail address on file with your account.

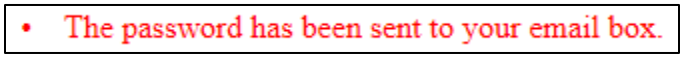
1. Click the forgot password button.



2. Enter the e-mail address & Vendor ID for the account – Click Get My Password.



3. You will receive the following message and an e-mail from MoDOTBiddingandContractServices@modot.mo.gov containing your password will be sent to the e-mail address you provided within one hour.



***You should add this e-mail address to your contact list so it does not get blocked or sent to your spam folder.*

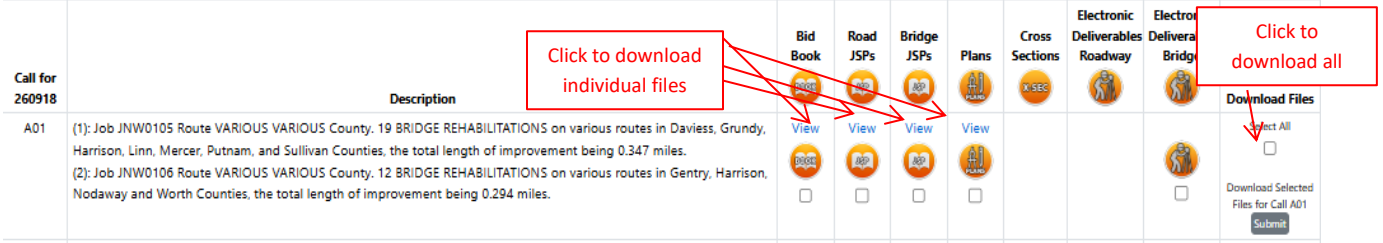
FORGOT E-MAIL ADDRESS

Contact MoDOT Bidding & Contract Services at (573) 751-9253 and staff will look up your e-mail address. You must have the name and Vendor ID used to create the account.

DOWNLOADING BIDDING DOCUMENTS

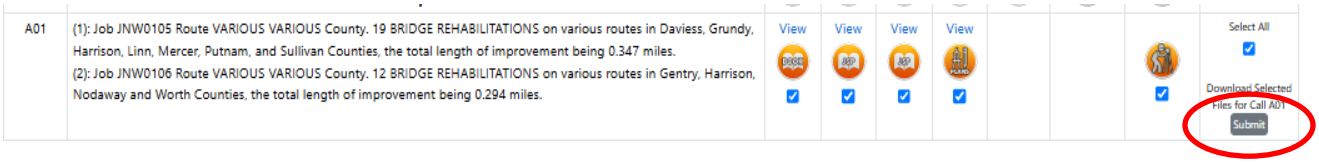
All documents listed for a call can be downloaded and saved to a location on your computer for offline access.

1. Select the checkboxes for the files you wish to download, or check the Select All checkbox to download all files.

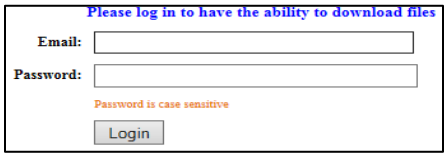


2. When clicking on View, PDFs will be downloaded to your download folder if they don't open automatically.

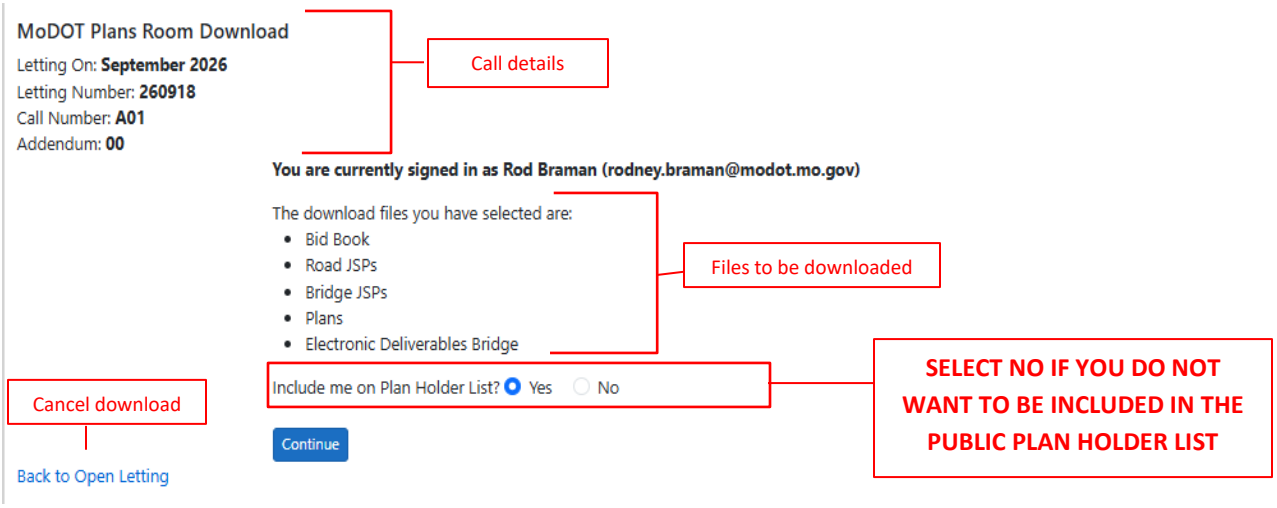
3. To download all files add a check mark in Select All box and Click Submit.



4. Enter your e-mail and password to log into the plans room – Click Login.



5. The letting & call information will be listed, along with the files you selected to download. Select if you want to be included on the public plan holder list *(the default option is "Yes").*



6. Click "Continue" to continue the download process or "Back to Open Letting" to cancel the download.

7. Click the “Get File” or “Get Zip File” link to begin the download.
   If you selected all, all files for the call will be downloaded as one zip file.

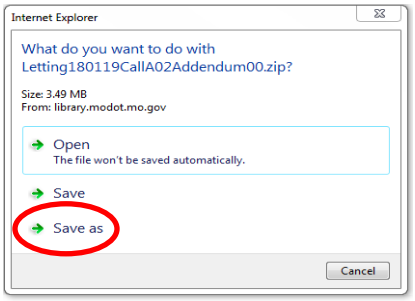
File Type	File Name	Download File
Proposal	180119_A02_J1P3108_Proposal.pdf	Get File
Plan	180119_A02_J1P3108_Plans.pdf	Get File

Download individual files

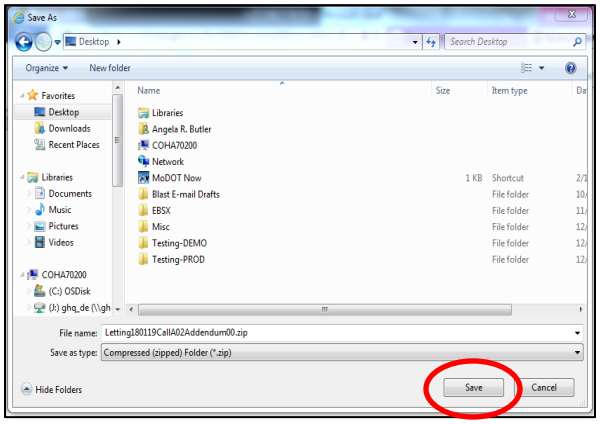
Zip File Name	Download Zip File
180119_A02_J1P3108.zip	Get Zip File

Download all files for call

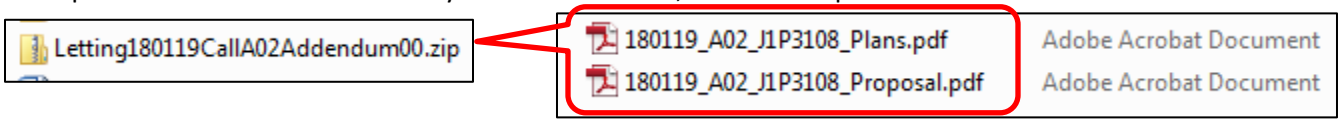
8. You will be asked what you want to do with the file – Select Save As.



9. Select the location to save and click Save.



10. The zip file will be a folder located in your saved location, that when opened will contain all the documents.



BE AWARE THAT ADDENDUMS ARE TREATED AS SEPARATE FILES, AND MUST BE DOWNLOADED SEPARATLY. ADDENDUM FILES WILL CONTAIN A NUMBER AT THE END OF THE FILE NAME.



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UNDERSTANDING BID SPECIFIC DOCUMENTS

BID INFORMATION

To view documents located under the Bid Information heading click on the document and it will be opened in the web browser. Hovering the mouse over the bottom of the screen will show the Adobe toolbar, where normal Acrobat functions are located such as save and print.



When you are done viewing the file, click the back button to return to the plans room.

DOCUMENTS CONTAINED IN BID INFORMATION

Notice of Bid Opening	Contains a list of all projects advertised for bids (posted up to 5 weeks before the letting).
Supplemental Notice	Contains a list of all projects added to the Notice of Bid Opening.
Withdraw Notice	Contains a list of all projects withdrawn from the advertisement for bids.
Bid Express	Link to the Bid Express online bidding website.
Plan Holder List	Contains a list of all contractors who have downloaded plans (unless the contractor chose not to list this information when downloading plans).
Preliminary Quantities	Contains the summary of quantities for each call.
Federal Provisions & Wage Rates	Contains provisions requiring goals of performance on projects funded with federal highway money. This includes FHWA Form 1273, listing provisions that must be incorporated into each construction contract. **Posted 10 days prior to letting.**
State Wage Rates	Contains Missouri state wage rates provided by the Missouri Division of Labor Standards.
General Provisions & Supplemental Specs	Contains supplemental specifications added to *the Missouri Standard Specifications for Highway Construction* (released quarterly).
Supplemental Plans	Contains supplemental plans added to the *Missouri Standard Plans for Highway Construction* (released quarterly).
Asphalt Price Index	Contains the monthly Asphalt Price Index. **Posted the Monday before the letting.**
Fuel Index	Contains the monthly Fuel Index. **Posted the Monday before the letting.**

POST BID INFORMATION

To view documents located under the Post Bid Information heading click on the document and it will be opened in the web browser. All files are shown in a PDF format. Hovering the mouse over the bottom of the screen will show the Adobe toolbar, where normal Acrobat functions are located such as save and print.



When you are done viewing the file, click the back button to return to the Plans Room.

DOCUMENTS CONTAINED IN POST BID INFORMATION

Bid Results	Contains a list of Apparent Bids that were submitted for the letting. This document is posted immediately following the letting after all bids have been downloaded from Bid Express and reviewed by Bidding & Contracts staff. This document does not constitute an official award of the job.
DBE Participation – As Submitted	Contains a list of the low bidder DBE commitment percent for each job.
Bid Award Summary	Contains a list of all jobs awarded for the letting. **This document is posted after official award has been made by the Missouri Highways and Transportation Commission.**
Bid Tabulations	Contains a detailed list of all bids submitted for awarded jobs. **This document is posted after official award has been made by the Missouri Highways and Transportation Commission.**

CALL SPECIFIC INFORMATION

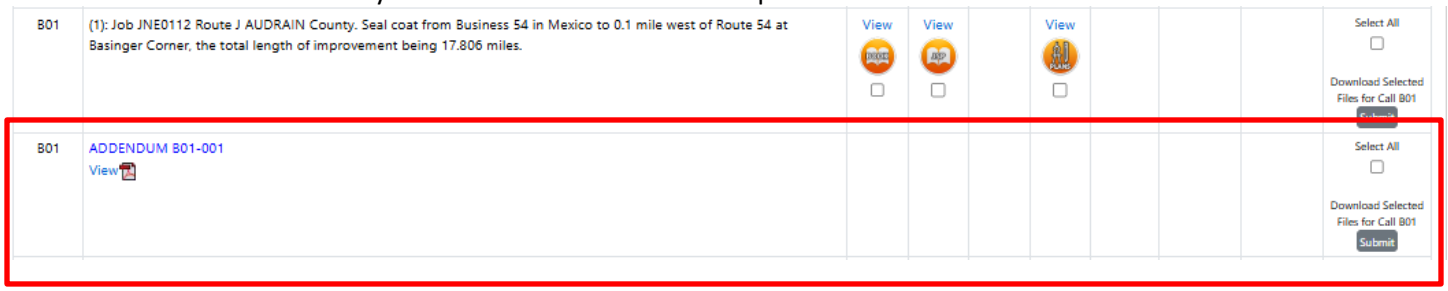
There are several documents available for each call. You can view documents in a web browser or download documents and save them to a location on your computer for offline viewing. See the corresponding sections above for instructions on viewing or downloading documents.

DOCUMENTS AVAILABLE FOR EACH CALL

Proposal	The proposal provides the contractual requirements of the call, such as how much concrete, steel and asphalt will be needed. Each proposal may include one or more job numbers.
Plans	The plans show details of what is to be built. There is an index located on the first sheet to help with navigation through the plans. Bridge plans are included at the end of the plans for each job number.
Cross Sections	Cross sections are a set of plans that include other documentary information consisting of boring logs and other factual subsurface information not included as part of the contract or contract document.

UNDERSTANDING ADDENDUMS

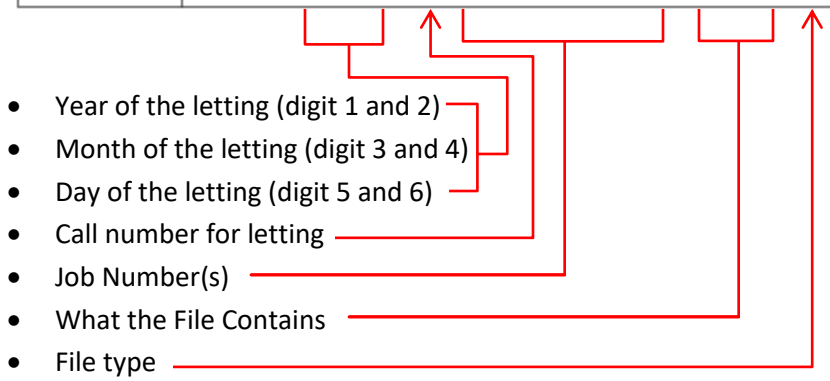
When changes are made to information within the call after the initial notification is published an addendum is created. If a call includes an addendum you will see a second line in the plans room.



The Description column will include the addendum letter. The addendum letter gives a summary of what has changed within the call. If there are changes to the Proposal or Electronic Deliverables they will be replaced completely, so the new file will contain the old pages plus the new ones. If changes are made to the Plans or Cross Sections the addendum file will only contain the sheets that have been changed.

WHAT THE FILE NAME MEANS

File Type	File Name	Download File
Proposal	171215_A01_J1P3185_J1P3185B_Proposal.pdf	Get File



- Year of the letting (digit 1 and 2)
- Month of the letting (digit 3 and 4)
- Day of the letting (digit 5 and 6)
- Call number for letting
- Job Number(s)
- What the File Contains
- File type

FREQUENTLY ASKED QUESTIONS

CAN I DOWNLOAD THE CALL AND ADDENDUM AT THE SAME TIME?

No, the addendum is treated as a separate call. When downloading a call the original documents and addendum documents must be downloaded separately.

WILL I GET PRINTED COPIES OF BIDDING DOCUMENTS WHEN I AM AWARDED THE LOW BID?

No, printed copies of the plans can be downloaded from the plans room. Be advised that plans are only available for 3 months.

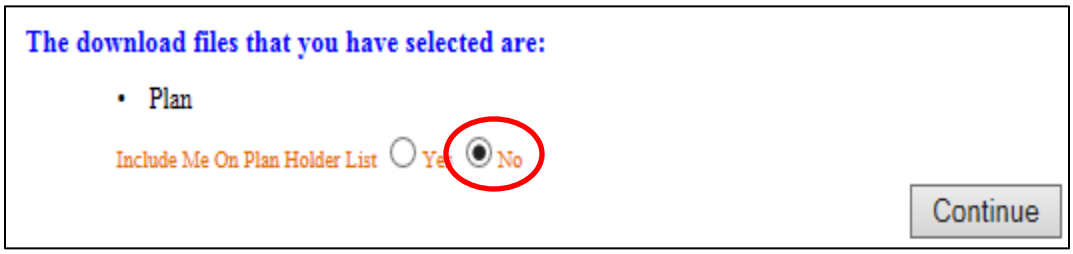
WHERE ARE THE JOB SPECIAL PROVISIONS (JSP) FOR A CALL?

The Job Special Provisions are included in the Proposal for a call. JSP's provide additional instructions to the contractor concerning a project. The JSP can change the standard specifications, standard plans, and define specifications for non-standard items on the project. The proposal is organized in the following order:

A. Bid Book – contains most of the contract for the project. Including:
   a. Itemized list of quantities
   b. DBE goal
   c. On the Job Training (OJT) goal
   d. Notice to Proceed date
   e. Number of calendar days allowed to work on the job
B. JSP's for the roadway part of the project
C. JSP's for the bridge part of the project

HOW DO I OPT OUT OF BEING INCLUDED IN THE PLAN HOLDER'S LIST?

Before you download a call you can choose not to be included in the public plan holder list. Select "No" when asked if you want to be included before clicking Continue when downloading plans.



I SELECTED YES, BUT DON'T SEE MY NAME ON THE PLAN HOLDER'S LIST?

Make sure that you click Continue and have saved the selected files to a location on your computer. If you have done this and still do not see your name on the plan holder's list please contact MoDOT Bidding and Contract Services at (573) 751-9253.

HOW DO I REMOVE MY NAME FROM THE PLAN HOLDER'S LIST?

Re-download the file(s) and select "No", and your name will be removed from the list.

HOW CAN I BE INFORMED WHEN AN ADDENDUM IS PUBLISHED FOR A CALL?

When an addendum is published an e-mail is sent to all individuals who have downloaded plans or the EBSX file for that call. You do not need to be listed on the plan holders list in order to receive the e-mail.

HOW DO I Bid on Bid Express?

To electronically bid on a call with MoDOT you must have an account with Bid Express and have an Info Tech Digital ID approved by MoDOT. Contact Bid Express at 1-888-352-2439 or MoDOT Bidding & Contract Services at (573) 751-9253 for more information on this process.