



# **MoDOT Plans Room Online Manual**

**MoDOT Bidding & Contract Services  
(573) 751-9253  
Bidquestions1@modot.mo.gov**



# Table of Contents

---

Click a topic to be taken to that place in the document.

|  |           |
|--|-----------|
| <b>PLANS ROOM OVERVIEW .....</b>   | <b>3</b>  |
| <b>ACCESSING THE MODOT PLANS ROOM .....</b>  | <b>4</b>  |
| <b>CREATING A PLANS ROOM ACCOUNT .....</b>   | <b>5</b>  |
| FORGOT PASSWORD .....  | 6         |
| FORGOT E-MAIL ADDRESS.....   | 6         |
| <b>DOWNLOADING BIDDING DOCUMENTS.....</b>  | <b>7</b>  |
| <b>UNDERSTANDING BID SPECIFIC DOCUMENTS.....</b>                                   | <b>9</b>  |
| BID INFORMATION.....   | 9         |
| POST BID INFORMATION.....  | 9         |
| CALL SPECIFIC INFORMATION .....  | 10        |
| UNDERSTANDING ADDENDUMS.....   | 10        |
| <b>FREQUENTLY ASKED QUESTIONS .....</b>  | <b>12</b> |
| CAN I DOWNLOAD THE CALL AND ADDENDUM AT THE SAME TIME?.....                        | 12        |
| WILL I GET PRINTED COPIES OF BIDDING DOCUMENTS WHEN I AM AWARDED THE LOW BID?..... | 12        |
| WHERE ARE THE JOB SPECIAL PROVISIONS (JSP) FOR A CALL? .....                       | 12        |
| HOW DO I OPT OUT OF BEING INCLUDED IN THE PLAN HOLDER'S LIST? .....                | 12        |
| I SELECTED YES, BUT DON'T SEE MY NAME ON THE PLAN HOLDER'S LIST? .....             | 12        |
| HOW DO I REMOVE MY NAME FROM THE PLAN HOLDER'S LIST? .....                         | 12        |
| HOW CAN I BE INFORMED WHEN AN ADDENDUM IS PUBLISHED FOR A CALL? .....              | 12        |
| HOW DO I DOWNLOAD THE EBSX FILE? .....   | 13        |
| I AM GETTING AN ERROR THAT THE DBE.bin FILE CANNOT BE FOUND? .....                 | 13        |



## 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 corresponding document(s) will be located under the initial call.

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

[Create an Account](#) [Help](#)

**Bid Opening Information for January 2018**  
 View Another Bid Opening:   Select a letting to view

**Bid Information**  
[Notice of Bid Openings](#)  
[Supplemental - C10, F02, G01, G04, G09, H01](#)  
[Supplemental - B03, H04, H06, H11](#)  
[Supplemental - H08](#)  
[Bid Express](#)  
[Plan Holder List \(MoDOT Planroom\)](#)  
[Preliminary Quantities](#)  
[DBE.bin](#)  
[State Wage Rates](#)  
[General Provisions and Supplemental Specs](#)  
[Supplemental Plans](#)

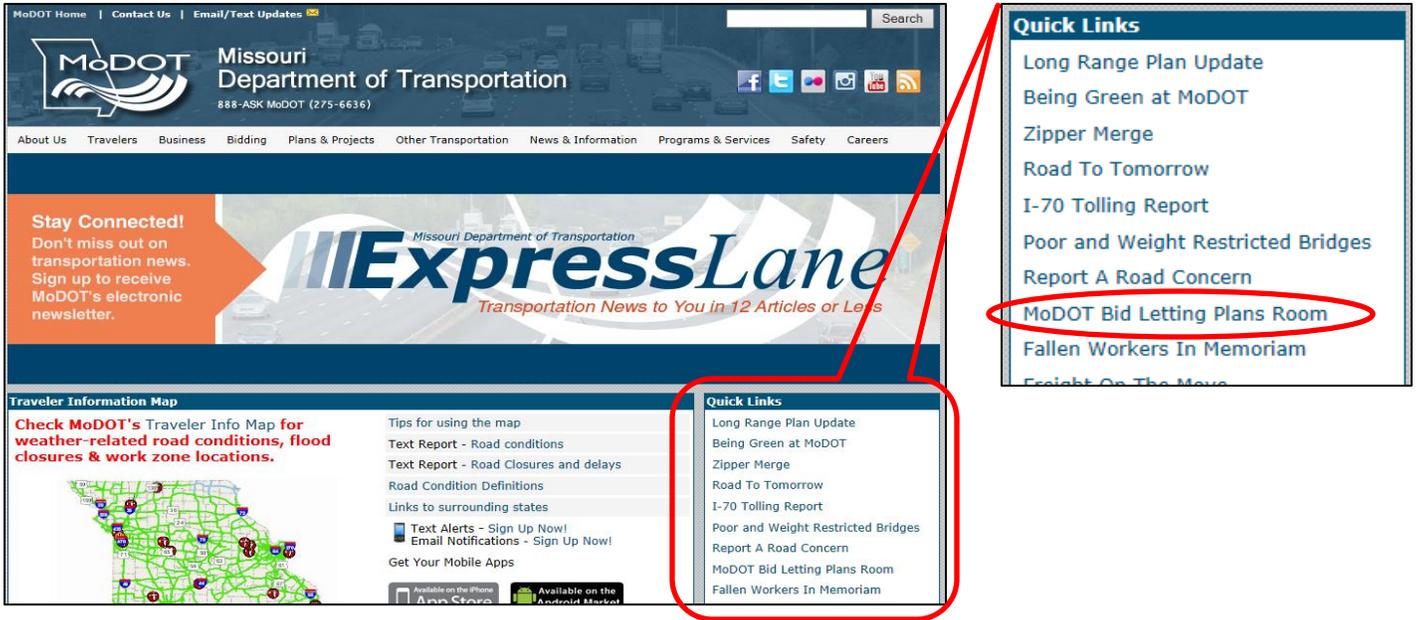
| Call for 180119 | Description   | Updated    | Proposal | Plans    | Cross Sections | Electronic Deliverables | Download Files   |
|-----------------|---|------------|----------|----------|----------------|-------------------------|--|
|                 |   | 12/07/2017 |          |          |                |                         |  |
|                 |   | 12/14/2017 |          |          |                |                         |  |
|                 |   | 12/18/2017 |          |          |                |                         |  |
|                 |   | 12/27/2017 |          |          |                |                         |  |
|                 |   | 12/07/2017 |          |          |                |                         |  |
|                 |   | 12/07/2017 |          |          |                |                         |  |
|                 |   | 12/07/2017 |          |          |                |                         |  |
|                 |   | 12/07/2017 |          |          |                |                         |  |
| Call for 180119 | Description   |            | Proposal | Plans    | Cross Sections | Electronic Deliverables | Download Files   |
| A02             | (1): Job J1P3108 Route 10 CARROLL County. Resurfacing from Rte. FF to Bus. 65 near Carrollton, the total length of improvement being 14.166 miles.  |            | View<br> | View<br> |                |                         | Select All<br><input type="checkbox"/><br>Download Selected Files for Call A02<br><input type="button" value="Submit"/>      |
| B01             | (1): Job J2P3059C Route 24/61 MARION County. Bridge rehabilitation over South Fabius River 1.2 miles south of Rte. 6 near Taylor, the total length of improvement being 0.087 miles.  |            | View<br> | View<br> | View<br>       |                         | Select All<br><input type="checkbox"/><br>Download Selected Files for Call B01<br><input type="button" value="Submit"/>      |
| A01             | (1): Job J1P3185 Route 65 VARIOUS County. Microsurfacing from Iowa border to Missouri River, the total length of improvement being 83.633 miles.<br>(2): Job J1P3185B Route 6 GRUNDY County. Microsurfacing from Iowa Blvd. to bridge over No Creek near Trenton, the total length of improvement being 4.19 miles. |            | View<br> | View<br> |                |                         | Select All<br><input type="checkbox"/><br>Download Selected Files for Call A01<br><input type="button" value="Submit"/>      |
| A01             | ADDENDUM A01 -001<br><br><a href="#">Letter View</a> <span style="border: 1px solid red; padding: 2px;">Addendum letter</span>  |            | View<br> | View<br> |                |                         | Select All<br><input type="checkbox"/><br>Download Selected Files for Call A01 -001<br><input type="button" value="Submit"/> |

Addendum documents



## ACCESSING THE MODOT PLANS ROOM

The Plans Room can be easily accessed from MoDOT’s homepage by clicking the MoDOT Bid Letting Plans Room link under Quick Links on the right side of the page.

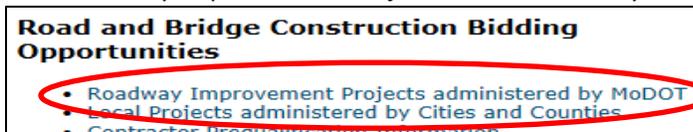


The Plans Room can also be accessed from the Bid Opening page.

1. Go to [www.modot.org](http://www.modot.org).
2. Click Bidding.



3. Click Roadway Improvement Projects administered by MoDOT.



4. The Bid Opening page provides an overview of information about the bidding process with MoDOT. Selecting the “Click Here for Plans Room” button will take you to the plans room page for the latest advertised letting.



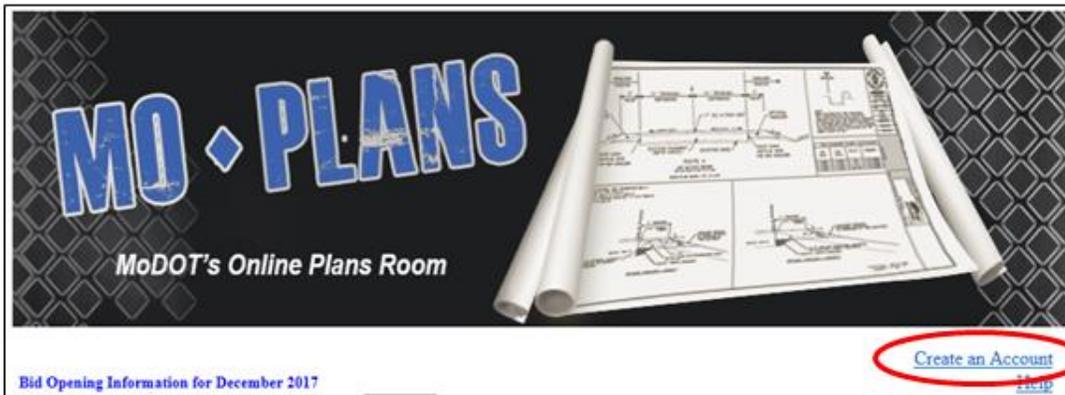
## CREATING A PLANS ROOM ACCOUNT

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. Contact Christina Teter at (573) 751-8305 or [christina.teter@modot.mo.gov](mailto:christina.teter@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.

|                                       |                          |
|---------------------------------------|--------------------------|
| First Name:                           | <input type="text"/>     |
| Last Name:                            | <input type="text"/>     |
| Phone Number:                         | <input type="text"/>     |
| Email:                                | <input type="text"/>     |
| Confirm Email:                        | <input type="text"/>     |
| Password:                             | <input type="password"/> |
| Confirm Password:                     | <input type="password"/> |
| Vendor ID:                            | <input type="text"/>     |
| <input type="submit" value="Submit"/> |                          |

**THE E-MAIL & PASSWORD FIELDS ARE CASE SENSITIVE**

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

**Please log in to have the ability to download files**

|   |                          |
|---|--------------------------|
| Email:                                    | <input type="text"/>     |
| Password:                                 | <input type="password"/> |
| <small>Password is case sensitive</small> |                          |
| <input type="submit" value="Login"/>      |                          |



## 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.

The screenshot shows a login form with the following elements: a blue header text "Please log in to have the ability to download files", an "Email:" label followed by a text input field, a "Password:" label followed by a text input field, a red text note "Password is case sensitive", a "Login" button, and a footer text "Forget your password? Please **click here** to get your password by email". The "click here" text is circled in red.

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

The screenshot shows a form with the following elements: a red header text "Please enter your email and vendor id", an "Email:" label followed by a text input field, a "Vendor ID" label followed by a text input field, and a "Get My Password" button.

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

- **The password has been sent to your email box.**

*\*\*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.

|     |  |                                  |                                  |                                  |   |  |
|-----|--|----------------------------------|----------------------------------|----------------------------------|---|--|
| B01 | (1)- Job J2P3059C Route 24/61 MARION County. Bridge rehabilitation over South Fabius River 1.2 miles south of Rte. 6 near Taylor, the total length of improvement being 0.087 miles. | View<br><input type="checkbox"/> | View<br><input type="checkbox"/> | View<br><input type="checkbox"/> | <br><input type="checkbox"/> | Select All<br><input type="checkbox"/><br>Download Selected Files for Call B01<br>Submit |
|-----|--|----------------------------------|----------------------------------|----------------------------------|---|--|

2. Click Submit.

Select All

Download Selected Files for Call A02

**Submit**

Click to download individual files

Click to download all

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

**Please log in to have the ability to download files**

Email:

Password:

Password is case sensitive

**Login**

4. 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"*).

### MoDOT eBidLetting Download

Letting On: **January 2018**  
 Letting Number: **180119**  
 Call Number: **A02**  
 Addendum: **00**

Call details

---

Welcome Angela Butler !

**The download files that you have selected are:**

- Proposal
- Plan

Files to be downloaded

Include Me On Plan Holder List  Yes  No

SELECT NO IF YOU DO NOT WANT TO BE INCLUDED IN THE PUBLIC PLAN HOLDER LIST

**Continue**

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

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

**Cancel download**

**Continue**

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

6. 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 | <a href="#">Get File</a> |
| Plan      | 180119_A02_J1P3108_Plans.pdf    | <a href="#">Get File</a> |

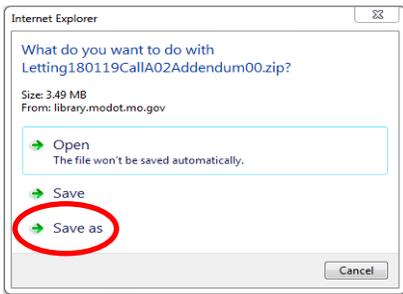
Download individual files

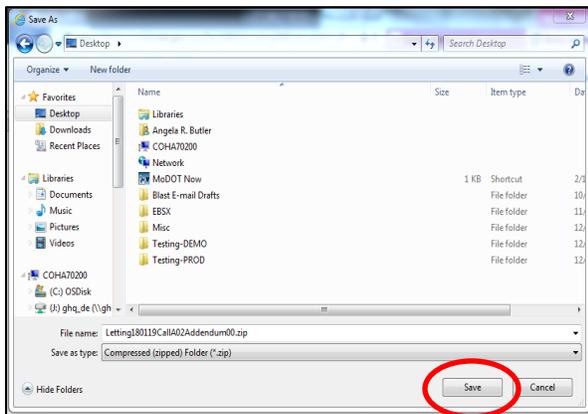
| Zip File Name          | Download Zip File            |
|------------------------|------------------------------|
| 180119_A02_J1P3108.zip | <a href="#">Get Zip File</a> |

Download all files for call

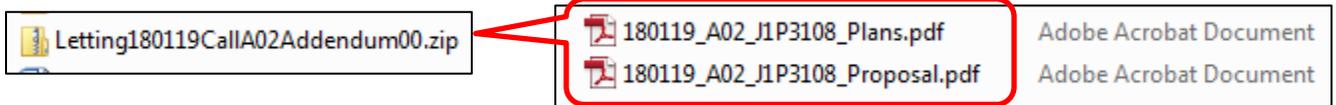
7. You will be asked what you want to do with the file – Select Save As.



8. Select the location to save and click Save.



9. 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.**



## 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. All files (except the DBE.bin file and Bid Express link) 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 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.  |
| DBE.bin file                            | Contains a list of Disadvantaged Business Enterprise (DBE) companies certified to do work with MoDOT. This is not a viewable file in PDF format. This file must be downloaded into the same folder as the EBSX file in order for the list to populate when entering an electronic bid in the AASHTOWare Project Bids software. |
| 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. <b>Posted 10 days prior to letting.</b>  |
| 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 <i>the Missouri Standard Specifications for Highway Construction</i> (released quarterly).   |
| Supplemental Plans                      | Contains supplemental plans added to the <i>Missouri Standard Plans for Highway Construction</i> (released quarterly).   |
| Asphalt Price Index                     | Contains the monthly Asphalt Price Index. <b>Posted the Monday before the letting.</b>   |
| Fuel Index                              | Contains the monthly Fuel Index. <b>Posted the Monday before the letting.</b>  |

### 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**

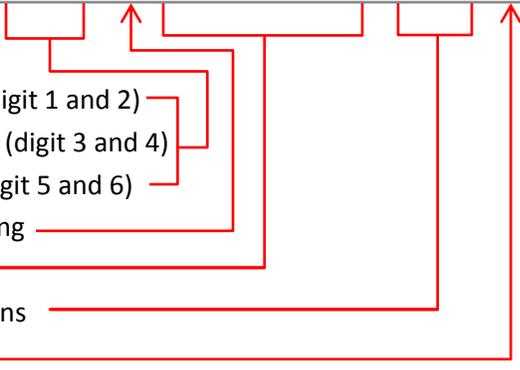
When changes are made to information within the call after the initial notification is published an addendum is created. If a call includes an addendum you will see a second line in the plans room.

| Call for 171215 | Description   | Proposal   | Plans  | Cross Sections  | Electronic Deliverables   | Download Files  |
|-----------------|---|--|--|---|---|---|
| A01             | (1): Job J1P3185 Route 65 VARIOUS County. Microsurfacing from Iowa border to Missouri River, the total length of improvement being 83.633 miles.<br>(2): Job J1P3185B Route 6 GRUNDY County. Microsurfacing from Iowa Blvd. to bridge over No Creek near Trenton, the total length of improvement being 4.19 miles. | <br><a href="#">View</a><br><br><input type="checkbox"/> | <br><a href="#">View</a><br><br><input type="checkbox"/> |  |  | Select All<br><input type="checkbox"/><br>Download Selected Files for Call A01<br><input type="button" value="Submit"/>       |
| A01             | ADDENDUM A01 -001<br><a href="#">Letter View</a>   | <a href="#">View</a><br><br><input type="checkbox"/>  | <a href="#">View</a><br><br><input type="checkbox"/>  |   |   | Select All<br><input type="checkbox"/><br>Download Selected Files for Call A01 - 001<br><input type="button" value="Submit"/> |

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 | <a href="#">Get File</a> |

- 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.

The download files that you have selected are:

- Plan

Include Me On Plan Holder List  Yes  No

Continue

### 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 DOWNLOAD THE EBSX FILE?

In order to download an EBSX file and electronically bid on a call with MoDOT you must have an account with Bid Express, have downloaded the AASHTOWare Project Bids bid component, 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.

### I AM GETTING AN ERROR THAT THE DBE.bin FILE CANNOT BE FOUND?

The DBE.bin file must be downloaded and saved into the same location as the EBSX file in order for the list to populate when entering an electronic bid in the AASHTOWare Project Bids software. You can download the file from the MoDOT Plans Room or from Bid Express.