Introduction

This job aid describes the process for identifying a project in TxDOTCONNECT that involves joint bid utilities and correctly entering utilities bid items on the Engineer’s Estimate.

Each section of this job aid provides a detailed description of a step in the process shown below.

- Confirm Funding for Joint Bid Utilities
- Identify Joint Bid Utilities
- Impacts to Right of Way and Letting Pages
- Add Utilities Items to the Engineer’s Estimate
Confirm Funding for Joint Bid Utilities

First, a ROW Funding Manager must confirm there is approved funding with PID code 502 or 503 on the Funding page.

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Identify Joint Bid Utilities

The following steps are completed by a Utilities Coordinator, Utilities Manager and/or Utilities Program Manager.

1. Navigate to the Utilities page.
2. Check the box(es) in the Joint Bid column to identify each joint bid utility. The box cannot be checked when the engineer’s estimate is in division review.

If the project has already let, and the need is identified to add Utilities to the Construction Contract, a Letting Management Coordinator must instead select the Post Letting check box for the utility. This will have the same effect as if the Joint Bid check box was selected prior to Letting.
Impacts to Right of Way and Letting Pages

When one or more utilities are identified as part of a joint bid:

- TxDOTCONNECT automatically checks the **Project Association** indicator on the **Right of Way** page will be automatically checked.
- TxDOTCONNECT automatically adds the ROW project as a **subordinate** project to the **controlling** (construction) project on the **Letting** page.
Add Utilities Items to the Engineer’s Estimate

The following steps are completed by:

- Professional Engineer
- Professional Engineer-Consultant
- Engineer’s Estimate Coordinator
- Engineer’s Estimate Coordinator-Consultant

1. Navigate to the Estimate section of the Engineer’s Estimate page.
2. Click + New Item to add a bid item row to the Estimate grid.
3. Select the appropriate Utilities Category of Work dropdown option based on project need.

⚠️ Select the appropriate Utilities category for it to appear correctly in DCIS and on the proposal.
⚠️ Do not use the “other” or “miscellaneous” categories of work for Utilities joint bid requests.
4. Select the applicable Utility ID in the **NBI/Utility ID** column.
   - This will match the Utility ID from the Utilities Page that are marked joint bit.

![Diagram showing the selection of a Utility ID](image-url)