

Joint Bid Utilities

A TxDOTCONNECT Job Aid

Impacted Roles

Utilities Coordinator
Utilities Manager
ROW Funding Manager
Professional Engineer
Professional Engineer-Consultant
Engineer's Estimate Coordinator
Engineer's Estimate Coordinator-Consultant

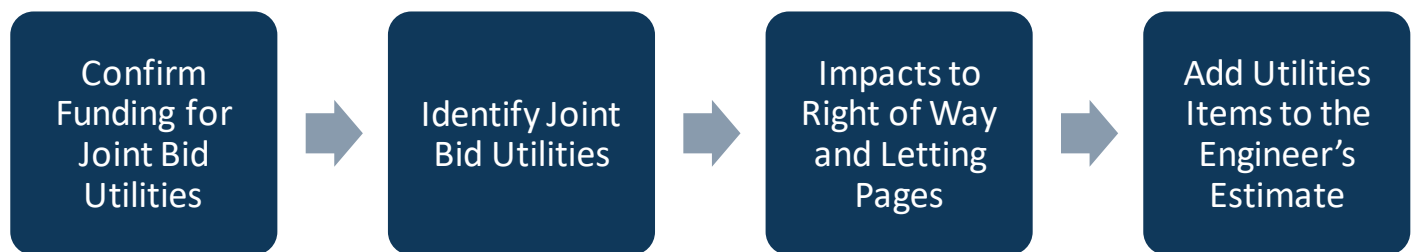
Last Revised

May 2021

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

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

Right of Way + Right of Way

Status	Amt	Cat	Wrk Pgm	PID	Fixed	Demo	APPN	Appl %	Fed %	St %
Approved	\$153.00	ROW	ROW	601	<input type="checkbox"/>		9990		0.0%	10
Approved	\$5,740,021.00	ROW	ROW	400	<input type="checkbox"/>		Z240		80.0%	10
Approved	\$640,000.00	ROW	ROW	500	<input type="checkbox"/>		Z240		80.0%	10
Approved	\$1,396,665.00	ROW	ROW	502	<input type="checkbox"/>		Z240		80.0%	10
Approved	\$987,500.00	ROW	ROW	410	<input type="checkbox"/>		Z240		80.0%	20

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.

Details + Utility

Utility ID	Utility Type	Utility Name	Organization ID	Reimbursable	Joint Bid	Post Letting	Amount to be Invoiced from Utility	Total Cost of Adjustment	Adjus Date
U00001841	Telecommunications	Charter Communications	E00093815	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$55,423.00	
U00001840	Telecommunications	AT&T Legacy	E00026862	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$1.00	
U00001839	Water	City Of Round Rock	E00093146	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		\$161,192,700.00	
U00001838	Electric (Transmission)	Oncor Electric Delivery Company	E00092818	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$300,000.00	
U00001837	Gas	Atmos Energy Corporation	E00093831	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$688,275.00	



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.

Details + Utility

Utility ID	Utility Type	Utility Name	Organization ID	Reimbursable	Joint Bid	Post Letting	Amount to be Invoiced from Utility	Total Cost of Adjustment	Adjus Date
U00000292	Telecommunications	Centurylink Communication, LLC	E00035869	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		\$125,000.00	
U00000291	Water	City Of San Marcos	E00036420	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		\$90,000.00	
U00000290	Electric (Transmission)	Pedernales Electric Cooperative Inc	E00093254	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$250,000.00	

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.

Project Details

ROW Project ID: R00006735	ROW CSJ: 0015-08-457	Project Classification: ROW - Right of Way
Federal Project Number: <input type="text"/>	State Project Number: <input type="text"/> - <input type="text"/> - <input type="text"/>	Short Description: <input type="text"/>
ROW Project Stage: Pre-Acquisition	ROW Project Status: Active	Type of ROW Work:
ROW Project End Date: MM/DD/YYYY	Records Closeout Date: MM/DD/YYYY	Financial Closeout Date: MM/DD/YYYY
PeopleSoft Expended:	Project Manager - ROW:	Project Association: <input checked="" type="checkbox"/> Joint Bid

Controlling & Subordinate Projects

[+ Project](#)

Controlling Project ID: 0683-01-056


Control Section Job	Project ID	Letting Estimate	Controlling Project	Combined Projects	Remove
0683-01-056	A00030437	\$24,782,025.30	<input type="radio"/>		<input type="button" value="x"/>
0683-01-092	R00002466	\$2,021,497.00	<input type="radio"/>		<input type="button" value="x"/>

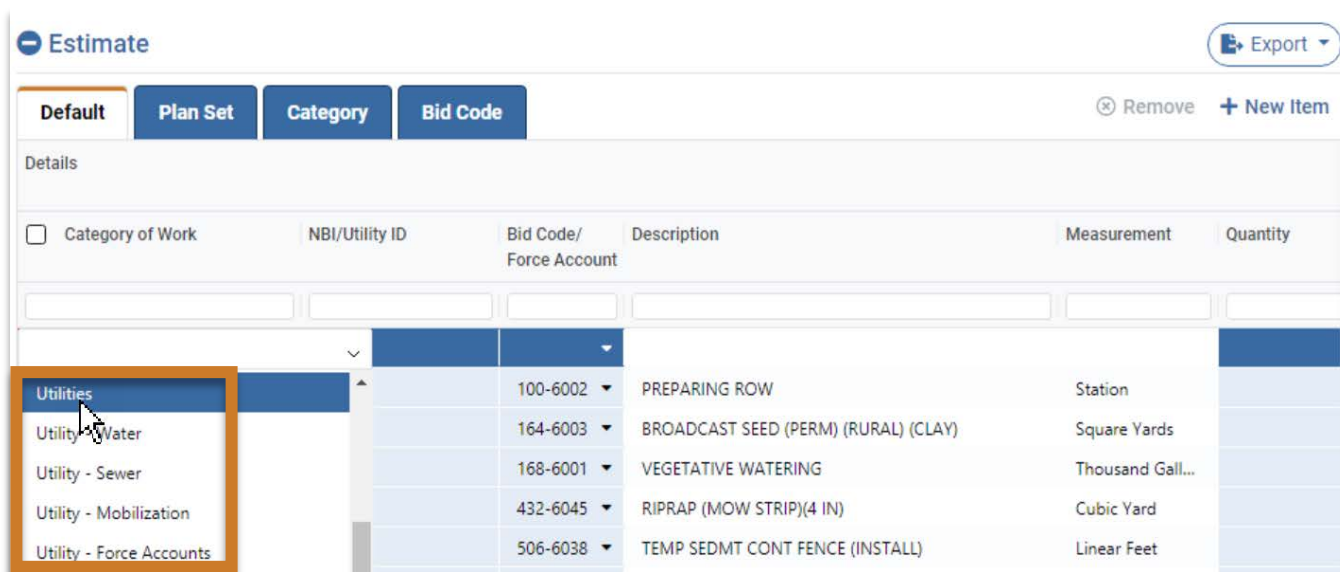
Add Utilities Items to the Engineer's Estimate

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.



The screenshot shows the 'Estimate' grid interface. At the top, there are tabs for 'Default', 'Plan Set', 'Category', and 'Bid Code'. An 'Export' button is in the top right. Below the tabs, there are 'Remove' and '+ New Item' buttons. The main grid has columns for 'Category of Work', 'NBI/Utility ID', 'Bid Code/Force Account', 'Description', 'Measurement', and 'Quantity'. A dropdown menu is open under the 'Category of Work' column, with 'Utilities' selected. The grid contains several rows of data:

Category of Work	NBI/Utility ID	Bid Code/Force Account	Description	Measurement	Quantity
Utilities		100-6002	PREPARING ROW	Station	
Utility - Water		164-6003	BROADCAST SEED (PERM) (RURAL) (CLAY)	Square Yards	
Utility - Sewer		168-6001	VEGETATIVE WATERING	Thousand Gall...	
Utility - Mobilization		432-6045	RIPRAP (MOW STRIP)(4 IN)	Cubic Yard	
Utility - Force Accounts		506-6038	TEMP SEDMT CONT FENCE (INSTALL)	Linear Feet	



- 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.

Estimate Export

Default Plan Set Category Bid Code Remove + New Item

Details

<input type="checkbox"/> Category of Work	NBI/Utility ID	Bid Code/ Force Account	Description	Measurement	Quantity
<input type="checkbox"/> Utilities					
<input type="checkbox"/> Roadway	U00002801		PREPARING ROW	Station	
<input type="checkbox"/> Erosion			BROADCAST SEED (PERM) (RURAL) (CLAY)	Square Yards	
<input type="checkbox"/> Erosion			VEGETATIVE WATERING	Thousand Gall...	
<input type="checkbox"/> Roadway			PRAP (MOW STRIP)(4 IN)	Cubic Yard	
<input type="checkbox"/> Erosion			TEMP SEDMT CONT FENCE (INSTALL)	Linear Feet	
<input type="checkbox"/> Erosion			TEMP SEDMT CONT FENCE (REMOVE)	Linear Feet	
<input type="checkbox"/> Roadway			WTL W-BEAM GD FEN (TIM POST)	Linear Feet	