



# Avoiding Common Bid Errors on MOVEBR Projects

November 12, 2020



# AGENDA

- Introductions
- MOVEBR Program Overview
- Common Errors in Bidding
- Submitting a Qualified Bid
- Q&A





# Presenters:

## Kris Goranson

Director of Purchasing  
City of Baton Rouge/Parish of EBR

## Travis Woodard

MOVEBR Program Manager  
(Capacity)

## Jason Crain

MOVEBR Deputy Program Manager  
(Enhancement)



What is



# Vision Statement

***MOVEBR will be the industry standard of excellence in delivering transportation solutions that will move our region in a safe, sustainable manner and further enhance strong neighborhoods, communities, and economic vitality for all residents of East Baton Rouge.***

Type of Project	Estimated Cost
40 New Capacity Improvements	\$805.5 Million
12 Existing Corridor Improvements	\$204.0 Million
10 Constructing Community Enhancement Road Projects+	\$68.6 Million
Parish-Wide Signalization/ Synchronization*	\$40.0 Million
TOTAL	\$1,118.1 Billion

A green graphic consisting of three right-pointing chevrons of increasing size, arranged horizontally.

## Program Update

- **26 projects in planning**
- **22 in engineering procurement**
- **18 in design**
- **3 in construction**
- **\$26 million (almost 95%) spent with local companies**

# Our Small Business Outreach Team is Available to Help

To achieve meaningful participation by small, minority, woman and veteran-owned businesses, we provide:

- Timely communications
- Capacity-building strategies
- Technical Assistance

Contact us at:

[movebr.brla.gov/SBO](http://movebr.brla.gov/SBO)





For more information on  
the **MOVEBR Program** visit  
**[www.movebr.brla.gov](http://www.movebr.brla.gov)**



**@movebrla**

**EBR Purchasing Dept: [purchasinginfo@brla.gov](mailto:purchasinginfo@brla.gov)**

# Potential Bidders:

- City-Parish advertises solicitations for formal public works projects in <sup>THE</sup>ADVOCATE and on LaPAC.
- Bid solicitation notices also found on **Bid Express**, the EBR Purchasing website.
- Bidders should register with the City-Parish **Vendor Self Service**.

For more information visit:

[movebr.brla.gov/construction](https://movebr.brla.gov/construction)

[brla.gov/purchasing](https://brla.gov/purchasing)

[doa.la.gov](https://doa.la.gov)



## Projected 12-Month Construction Advertisement Outlook

Project Name	Estimated Size Range	Letting Date (Expected)
McHugh Rd. (Groom Rd. to Lower Zachary) Clearing & Grubbing	<\$250K	Q1 2021 – Q2 2021
Picardy-Perkins Mainline Bridge	\$3M - \$8M	11/3/2020
Ben Hur Realignment/Nicholson Intersection	\$1M - \$3M	Q2 - Q3 2021
McHugh Road	\$3M - \$8M	Q4 2021 – Q1 2022
Pecue Lane	>\$8M	Q4 2021 - Q1 2022
Dijon Ave Phase II (Midway-Bluebonnet)	\$3M - \$8M	Q3 - Q4 2021
Midway (Dijon Ave. – Picardy Ave.)	\$3M - \$8M	Q3 - Q4 2021
Picardy Perkins Connector (RR Underpass, Drainage PS, paving)	>\$8M	Q4 2021 - Q1 2022
ADA Compliance Projects – 1st Package	\$250K - \$500K	Q1 - Q2 2021
72nd Avenue Sidewalks Phase II	\$500K - \$1M	Q2 - Q3 2021
Mullen Dr. Sidewalks	<\$250K	Q2 – Q3 2021
Centurion Ave Sidewalks	<\$250K	Q2 – Q3 2021

# Disqualified Bids Cost Taxpayers & Vendors

## In 2020:

**28** Public Works Projects Were Bid

**12** Projects Had Bids that were “Non-responsive”  
(i.e. had errors that prevented them from being accepted)

**33** Total Bids Were Non-Responsive

**\$125,000+**

Cost to City-Parish when low bid is disqualified

One bid put City-Parish at risk of spending nearly

**\$2 million** more





# Time Lost = Money Lost

If you spend an average of  
**10-15 hours** preparing bids...

We estimate **500+ manpower  
hours lost** in 2020 because  
instructions weren't followed

A tip to remember!

The Most Common Bid Errors  
are Made by **One** of your **PALS**.



# EXAMPLES OF ERRORS

## Written Sum Does Not Match Numerical Sum

Attached are all of the bid proposals that were opened for: **RUNWAY 13-31 SAFETY AREA and RPZ IMPROVEMENTS – PHASE IV.: Baton Rouge Metropolitan: Asphalt Pavement, Base, Earthwork, Drainage, Fencing and Pavement Markings**

The following bid is not included in this transmittal because the submitted written pricing was not grammatically clear and did not match the submitted numerical pricing:

Addendum # 2 - 07/14/2020 Addendum # 3 - 07/22/2020  
**TOTAL BASE BID:** For all work required by the Bidding Documents (including any and all unit prices designated "Base Bid" \* but not alternates) the sum of:

One Million Sixty Dollars Two Hundred Ninety-Five and 00/100-----Dollars (\$ 1,060,295.00 )

Should read, "One million sixty THOUSAND two hundred ninety-five and 00/100..."

# EXAMPLES OF ERRORS

## Failure to Acknowledge Addenda

Bidders must acknowledge all addenda. The Bidder acknowledges receipt of the following **ADDENDA:** *(Enter the number the Designer has assigned to each of the addenda that the Bidder is acknowledging)* addendum No .1 & Addeundum No.2 .

Attached are all of the bid proposals that were opened for: ***EBRP Library Outreach Facility HVAC Improvements.***

***\*\*\*Bid for  
Addendums\*\*\****

***not included in Transmittal – They did not acknowledge all 3***



# EXAMPLES OF ERRORS

## “Incomplete” Notification by Bid Express

### General Info

Total: \$229,000.00

Incomplete Bid

Number

19-ASC-CP-1203

Deadline

06/09/2020 02:00 PM CDT

Bid Express

### Bid Bond - EBRCP

Bond Percentage  
5.00%

Guarantee Method \*  
Bid Bond

Bid Bond

Bond ID \*  
95000282

Surety Agency \*  
Surety 2000

Verify Bid Bond \*  
Bid bond  
verification has  
not been  
completed.

# EXAMPLES OF ERRORS

## Follow Bidding Requirements Carefully

### 2 BIDDING REQUIREMENTS

Section 2 of the Standard Specifications is amended to include the following:

Bidders are advised to familiarize themselves with Section 2 of the Standard Specifications, particularly the requirements of Subsections 2 - 2 and 2 - 4 that would render the bid irregular.

Indicated below is a sample copy of a Unit Price Bid Form showing how this form is to be properly filled out. For non-electronic submittals the form may be hand written (all written entries must be in ink) or typed; and it is necessary to **FILL IN ALL BLANK SPACES**. In the event of a conflict between the Unit Price Extension and the Unit Price, the unit price shall govern. SPACES LEFT BLANK SHALL CAUSE THE PROPOSAL TO BE DECLARED IRREGULAR.

#### Louisiana Uniform Public Work Bid Form Unit Price Form

DESCRIPTION: (Owner to provide)		Clearing and Grubbing		
REF. NO.	QUANTITY:	UNIT OF MEASURE:	UNIT PRICE	UNIT PRICE EXTENSION (Quantity X Unit Price)
2010100	1	LUMP	\$ 56,000.00	\$ 56,000.00

form. The bidder must state the price written in ink or typed, for which he proposes to do each reference item of the work contemplated, and the bidder shall make an extension of the total cost of the reference item which must be inserted at the place indicated in the bid proposal form. Where "no" dollars or "no" cents is part of the price bid, the numeral "0" shall be inserted in the appropriate spaces. Where a Contract item is to be paid by the

SP 2 of 22

DESCRIPTION: (Owner to provide)		Fertilizer		
REF. NO.	QUANTITY:	UNIT OF MEASURE:	UNIT PRICE	UNIT PRICE EXTENSION (Quantity X Unit Price)
9030900	11,600	LB	\$ 0.45	\$ 5,220.00

Total of the Unit Price extensions must be entered on the Louisiana Uniform Public Bid Form furnished herein.

**2-2 PREPARATION OF PROPOSAL FORM:** This sub-section of the Standard Specifications is deleted and replaced by the following:

Each bidder must submit his bid proposal on the form furnished herein. Altered or substitute forms will not be accepted. The term "altered" shall mean any change in an item, quantity, price or amount set forth in the unit price form, except where necessary to correct an obvious error in the printed form. The blank spaces in the unit price form provided for each reference item must be filled in according to the requirements of the bid proposal form. The bidder must state the price written in ink or typed, for which he proposes to do each reference item of the work contemplated, and the bidder shall make an extension of the total cost of the reference item which must be inserted at the place indicated in the bid proposal form. Where "no" dollars or "no" cents is part of the price bid, the numeral "0" shall be inserted in the appropriate spaces. Where a Contract item is to be paid by the

SP 2 of 22

#### LOUISIANA UNIFORM PUBLIC WORKS BID FORM

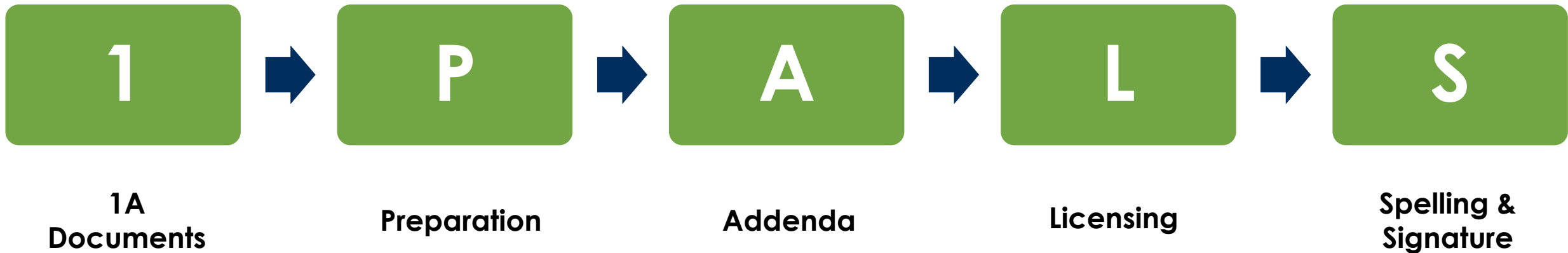
#### UNIT PRICE FORM

To: CITY OF BATON ROUGE  
PARISH OF EAST BATON ROUGE  
DEPARTMENT OF PUBLIC WORKS

Instructions Require: **0.22** – Not **.22**

Description: Fertilizer				
REF. NO.	QUANTITY	UNIT OF MEASURE	UNIT PRICE	UNIT PRICE EXTENSION (Quantity X Unit Price)
9030900	4500	LB	\$ .22	\$ 990.00
Description: Storm Water Pollution Prevention Plan				
REF. NO.	QUANTITY	UNIT OF MEASURE	UNIT PRICE	UNIT PRICE EXTENSION (Quantity X Unit Price)
9031600	1	LUMP	\$ 750.00	\$ 750.00
Description: Temporary Signs and Barricades				
REF. NO.	QUANTITY	UNIT OF MEASURE	UNIT PRICE	UNIT PRICE EXTENSION (Quantity X Unit Price)
9050100	1	LUMP	\$ 1000.00	\$ 1000.00
Description: Mobilization				
REF. NO.	QUANTITY	UNIT OF MEASURE	UNIT PRICE	UNIT PRICE EXTENSION (Quantity X Unit Price)
9090100	1	LUMP	\$ 5000.00	\$ 5000.00
Description: Temporary Stone Construction Entrance				
REF. NO.	QUANTITY	UNIT OF MEASURE	UNIT PRICE	UNIT PRICE EXTENSION (Quantity X Unit Price)
9900001	1	EACH	\$ 1000.00	\$ 1000.00

**Remember:** The Most Common Bid Errors  
are Made by **One** of your **PALS**.







**LET'S REVIEW:**

**Steps to Bidding  
&  
Common Errors  
to Avoid**



# Steps to Bidding...continued

## Submit PART 1A

Bid Forms Required by Statute or by the Louisiana Administrative Code. East Baton Rouge Parish and Jefferson require this **prior to bid opening** (either enclosed in separate envelope or included in sealed bid envelope):

- Certification Regarding Debarment, Suspension and Other Responsibility Matters.
- Attestation Clause for Past Criminal Convictions
- La. R.S. 38:2212.10 Legal Citizen Affidavit

**Bid Proposal**

...of BIDDER, and BIDDER enter...  
...with the invitation to bid, a...  
...may be required, then this...  
...remain in full force and effect...  
...to enter into the contract...  
...difference between...  
...may in g...

# Steps to Bidding...continued

## Submit PART 1, BID FORMS

- La Public Works Uniform Public Work Bid Form
- Corporate Resolution
- Bid Bond

**Bid Proposal**

...bid of BIDDER, and BIDDER enters  
...with the invitation to bid, a  
...may be required, then this  
...remain in full force and effect  
...to enter into the contract  
...difference between  
...may in g

# Steps to Bidding...continued

## Retain PART 2

### **Special Provisions and Contract Documents** for your records

Part 2 includes such information as how to properly complete the bid forms as well as information on amendments to our **Standard Specifications and Supplemental Provisions**. The amendments may be unique to the project being bid and they could substantially effect your bid. Read them carefully and keep them for your records.

#### **REMINDER:**

**All bids must be complete and submitted before the advertised date and time.**

**Bid Proposal**

...of BIDDER, and BIDDER enter...  
...with the invitation to bid, a...  
...may be required, then this...  
...remain in full force and effect...  
...to enter into the contract...  
...difference between...  
...may in q...

# Q&A



For more information on  
the **MOVEBR Program** visit  
**[www.movebr.brla.gov](http://www.movebr.brla.gov)**



**@movebrla**

**EBR Purchasing Dept: [purchasinginfo@brla.gov](mailto:purchasinginfo@brla.gov)**