



STATE OF MICHIGAN
DEPARTMENT OF TRANSPORTATION
LANSING

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GOVERNOR

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November 2, 2007

ALL COUNTIES, CITIES AND VILLAGES

Submitting Projects Utilizing the E-Proposal Bidding Process

The Michigan Department of Transportation (MDOT) implemented an electronic project advertising process called E-Proposal for MDOT trunkline construction projects on October 1, 2006. A benefit of this process is that prospective bidders, subcontractors, and suppliers have immediate access to the plans and proposal documents. The E-Proposal process places electronic files of the plans and proposal on the internet for potential bidders and suppliers to review and download free of charge. This process creates a more accessible bidding environment for a project's owner. MDOT's Local Agency Programs Unit (LAP) is now beginning the transition to the E-Proposal process. It is MDOT's intent that all projects let by MDOT will utilize the E-Proposal process by the October 3, 2008 bid letting.

MDOT is currently piloting E-Proposal projects with various local agencies. These pilot projects will help us develop clear directions for local agencies to follow when submitting projects for an MDOT bid letting. Please contact your area LAP staff engineer if your agency would like to participate in this process by including your project in the E-Proposal program before the October 3, 2008 letting. MDOT does not anticipate a change in the current requirements for the Grade Inspection (GI) meeting submittal. The items listed below are process requirements that will be different from the current process:

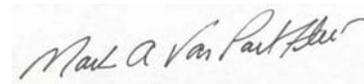
- The proposal material submitted with the final project package must be provided as Microsoft Word or Adobe Acrobat (PDF) files. The plans submitted with the final project package will continue to be in paper. Once the final plans are reviewed and accepted, the plans must then be provided to the LAP staff engineer in Adobe Acrobat (PDF) format. The plans submitted in Adobe Acrobat (PDF) format will replace the "Reproducible Plans" submittal on the Project Planning Guide. Prior to the full adoption of the E-Proposal process, MDOT will provide a naming convention for a project's unique special provisions. Once a naming convention for special provisions is provided, final project submittals that are incomplete or are submitted without the proper naming convention may be returned to the local agency for correction and resubmission to MDOT. Please note that the State of Michigan's Licensing Board for Professional Engineers does not recognize an electronic seal. Plan title sheets and/or any proposal material that requires a seal by a professional engineer must be printed, signed and sealed by the licensed engineer, scanned and then emailed to the LAP staff engineer.

- MDOT will prepare the draft proposal in Adobe Acrobat (PDF) format. The draft proposal will be emailed to the local agency's project supervisor, if applicable, and the project engineer that are identified by the local agency in the program application. At the GI meeting, the local agency may request to have additional people receive the email containing the draft proposal. Local agencies and their agents, if applicable, must be able to receive large email files. Paper copies of the draft proposal will not be available from MDOT.
- The final bidding set of plans, proposal and all applicable addenda are posted electronically and advertised for a letting on the MDOT website at www.michigan.gov/mdot-eprop. Registration is required by anyone accessing the website. The local agency's project supervisor and project engineer will be notified via email when the project is advertised for a letting.
- The MDOT LAP staff engineer will notify the local agency's project engineer and project supervisor when addenda are posted on the E-Proposal website.
- The manner in which local agencies receive the construction set of plans and proposal may also change. MDOT is currently reviewing this process, and will send out additional information when it is available.

In the future, MDOT will notify local agencies of the various requirements of the E-Proposal process through the County Road Association of Michigan (CRAM), the Michigan Municipal League (MML), through an email generated by the MDOT LAP listserv, and by posting information on the LAP section of MDOT's website. Anyone can sign up for the MDOT LAP listserv by going to www.michigan.gov/mdotlap and clicking on "Local Agency E-mail Alerts" located on the right side of the website.

We appreciate your cooperation and patience while the E-Proposal process is implemented. If you have any questions on this process, please contact Chris Youngs at 517-335-2744 or at youngsch@michigan.gov.

Sincerely,



Mark A. Van Port Fleet
Engineer of Design