## Project Advertisement Request

**SELECT PROJECT TYPE:**
- Street Maint/Rehab

### STREET/MAINTENANCE REHAB

#### Project Name
- Boulder Ave - 10th Street to 1st Street & 6th St-Denver Ave to Boulder Ave

#### Project Number
- 144017 90 & 144019 Phase 2 & TMUA-W-14-74 Phase 4

#### Council District
- 4

#### Funding Source / Account Number
- 6014 5453104 040522144017-ao & 6014 5453104 040522144019

#### Engineer's Estimate
- $4,586,279 (Please attach quantities/cost breakdown estimate for scope of work)

#### Advertising Dates
- Friday, May 25, 2018

#### Advertising Duration
- 28 DAYS

#### Mandatory Pre-Bid
- Yes

#### City of Tulsa Project Manager
- Glen Sams

#### Special Provisions
- NA

#### Consulting Engineer
- Company Name: Poe & Associates, Inc.
- Engineer's Name: Jim Hemphill
- Address: 4606 S Garnet Rd STE 600
- City: Tulsa
- Telephone: 918 665 8500
- Fax: 918 665 6076
- Email: 

#### Will project be printed in-house / will be printed by consultant
- Yes
BID OPENING

Engineers Estimate

City Clerks Office

Bid Opening
AWARD OF BID
CONTRACT PREPARATION
EXECUTED CONTRACT

- Design Consultant and Project Manager Review
- Letter of Recommendation and Bid Tabulation
- Review and acceptance from Lead Managers
- Execution by Mayor, TMUA Board or RMUA Board

- Bid books to contractor (apparent lowest bidder)
- Bid books to Lead Managers for approval of award
- Bid books to COT Legal Department for review
- Bid books signed by Mayor, TMUA or RMUA Board for execution.
It is Engineering Services objective to execute all advertised projects for bid within 90 days into executed contracts. However, there are outside attributes they may delay the process.

This project’s purpose is to

- Recognize and eliminate any waste applicable that is within the control of Contract Administration at Engineering Services.
- Recognize any opportunities for a defect within the bidding process
- Identify interrelations between internal City of Tulsa departments
- Create a consistent plan for the bidding process and implement for continuous improvement
CAUSE AND EFFECT

- REJECTION OF BID
- AVAILABLE FUNDING
  - PROLONGED AOB/EXECUTED CONTRACT
  - COMPLETE SUSPENSION OF PROJECT
SIPOC CHART

Process:
Bidding Process
Created by:
Anika Ture & Greg Mathews

Suppliers
Lead Managers
Project Managers

Contractors
Contract Administrator

Inputs
Needs of project
Request to advertise
Available funding
Pre-qualified Classifications
Information Tracking

Process
Req to Advertise
Advertise 28 days
Bid Opening
City Clerk
SBE Review
Award of Bid
Execution of Contract

Outputs
Project scope that meets the needs of the City of Tulsa
Notice to Bidders Public Noticeification through Tulsa World, Plan Holder News Rooms & COT Website
Sealed Bid Packages
SBE Letter of Intents & Utilization
Bid Tabulation & Letter of Recommendation
RFA for Award of Bid
Execution of Contract

Customers
Lead Managers
Project Managers
Contractors
Contractors, Plan Holder
News Rooms
Lead Managers Project Manager Contract Admin
Contractors
SBE Committee/Contract Admin
Contract Administrator
Contractor
Contractor Contract Administrator Legal Department/TMUA Board
DMAIC CHART

Define

- Contract Administration customer base are construction contractors, and residential citizens.
- Define time it takes to award a bid and to execute a contract.
- Implement checklist, inter-office training, continuous communication with COT PM and Department Leads.

Measure

- Measure current state by maintaining accurate date analysis.
- Collect data and consistently review weekly reports of construction project status.

Analyze

- Identify root cause analysis, example, unforeseen circumstances a construction project may not be able to start at the projected time scheduled.
- Identify and remove waste by creating deadlines, set expectations with our customer base.

Improve

- Generate solutions, evaluate solutions, optimize solutions, plan and implement. Example, checklists for the different phases of preparing a construction contract.

Control

- Control the process of preparation for an executed contract. Disperse checklist, set hard deadlines and delegate work accordingly.
- Routinely update project status report for week.
# Projects Advertised

<table>
<thead>
<tr>
<th>Row Labels</th>
<th>Count of Project Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>4</td>
</tr>
<tr>
<td>February</td>
<td>6</td>
</tr>
<tr>
<td>March</td>
<td>4</td>
</tr>
<tr>
<td>April</td>
<td>4</td>
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<tr>
<td>May</td>
<td>3</td>
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<td>June</td>
<td>9</td>
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<td>July</td>
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<tr>
<td>August</td>
<td>4</td>
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<td>September</td>
<td>7</td>
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<tr>
<td>October</td>
<td>5</td>
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<tr>
<td>November</td>
<td>5</td>
</tr>
<tr>
<td>December</td>
<td>4</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td><strong>57</strong></td>
</tr>
</tbody>
</table>

![Bar chart showing the count of projects advertised by month](chart.png)
EXECUTED AWARD OF BID