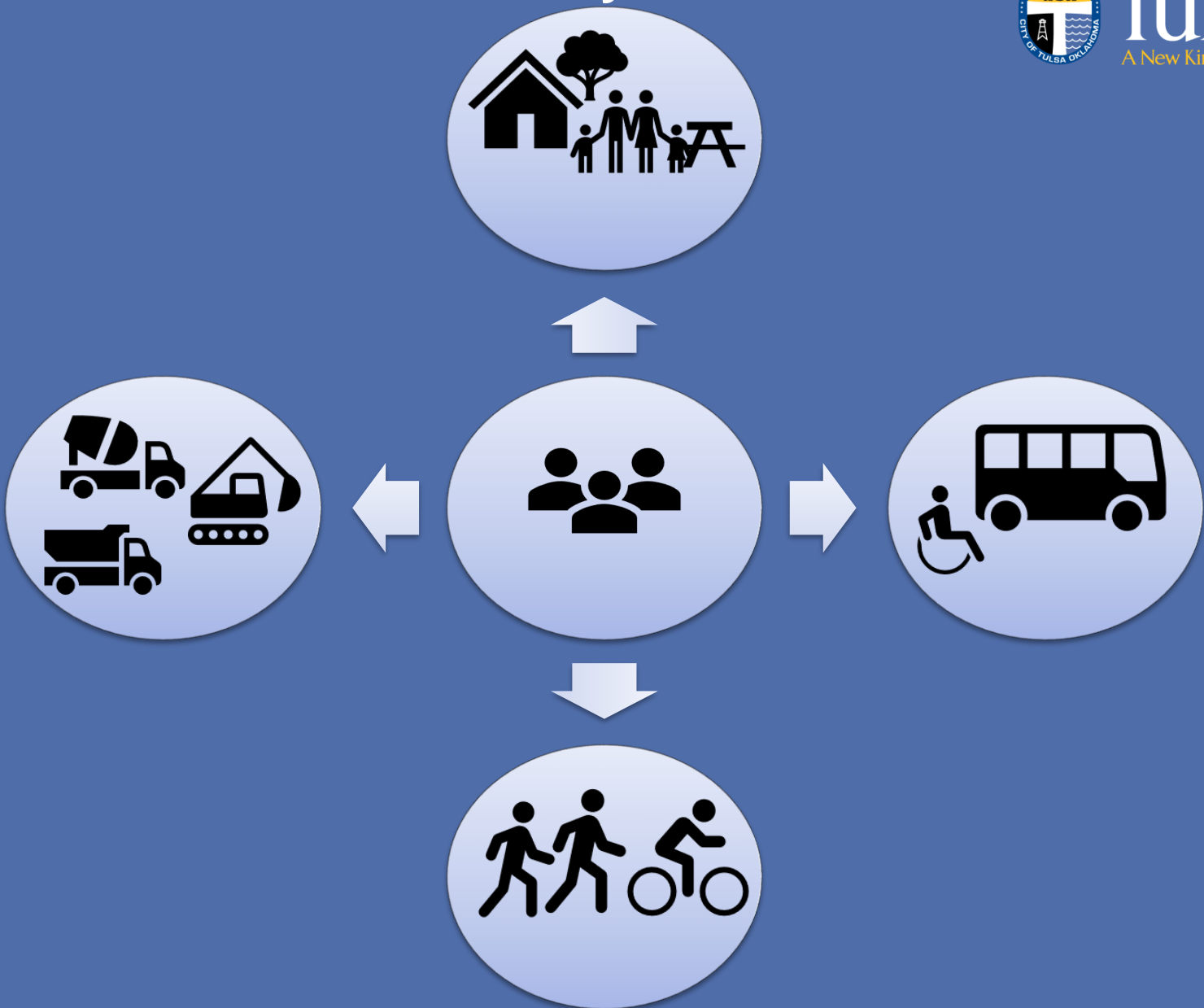


ENGINEERING SERVICES BIDDING PROCESS – January 2019



ENGINEERING SERVICES BIDDING PROCESS



ADVERTISEMENT



CITY OF
Tulsa
A New Kind of Energy.

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	Council District 4
144017 ao & 144019 Phase 2 & TMUA-W-14-74 Phase 4	
Funding Source / Account Number	
6014 5453104 040522144017-ao & 6014 5453104 040522144019	
Engineer's Estimate (Please attach quantities/cost breakdown estimate for scope of work)	
\$4,586,279	
Advertising Dates	
Friday, May 25, 2018	
Advertising Duration	
28 DAYS	
Mandatory Pre-Bid	
YES	
City of Tulsa Project Manager	Mylars signed by Director NO
GLEN SAMS	
Federal Funds / OWRB	
NA	
Special Provisions (attach copy of any special provisions for spec book)	
YES	
Consulting Engineer	
Company Name: Poe & Associates , Inc.	
Engineer's Name: Jim Hemphill	
Address: 4506 S Gamett Rd STE 600	
City: TULSA	State: OK Zip: 74146
Telephone: 918 665 8800	Fax: 918 665 6076
email:	
will project be printed in-house	
will be printed by consultant	Yes

MANDATORY PRE-BID MEETING



CITY OF
Tulsa
A New Kind of Energy.



Project
Description

Bidders
Instructions

Projected Project
Schedule

Q & A

BID OPENING



Engineers
Estimate

Bid
Opening



City Clerks
Office

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.



BIDDING PROCESS

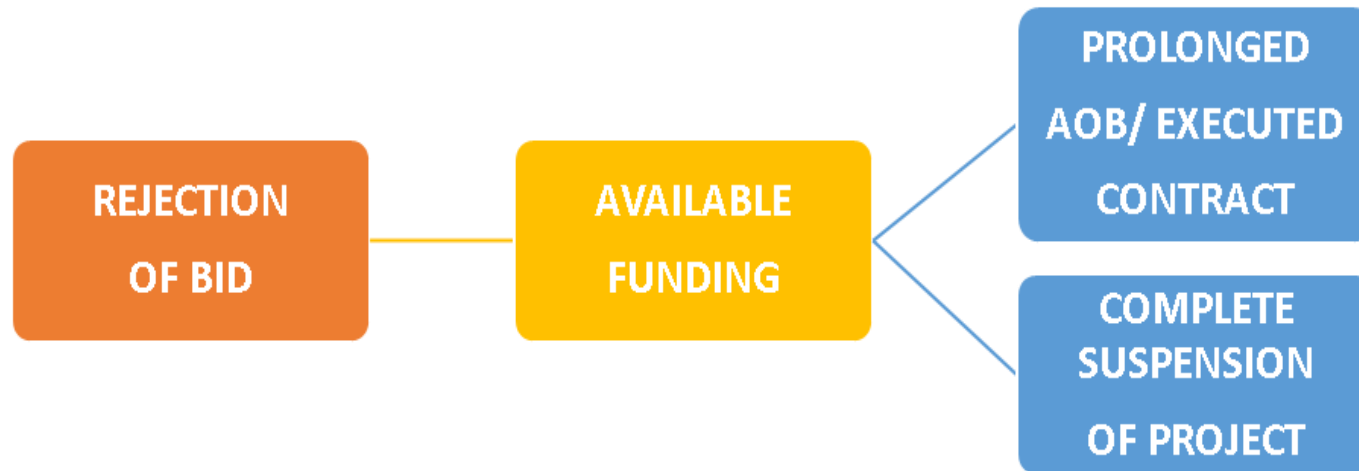


It is Engineering Services objective to execute all advertised projects for bid within 90 days into executed contracts. However, there are outside attributes they may delay the process.

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



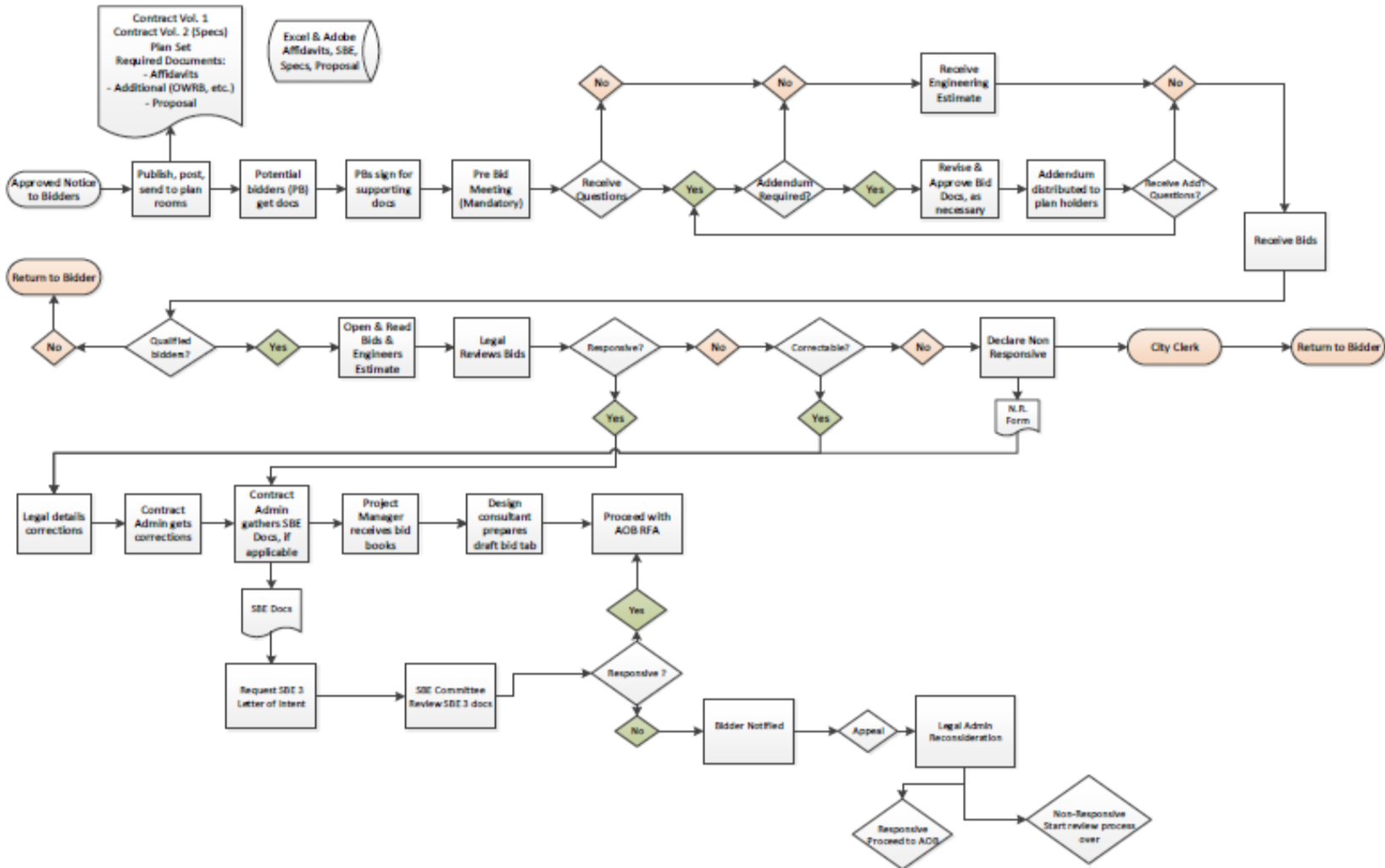
SIPOC CHART



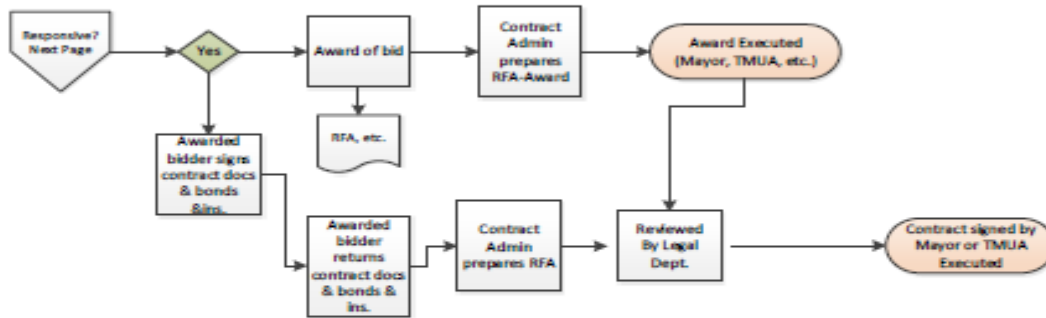
Process: **Bidding Process**
 Created by: **Anika Ture` and Greg Mathews**

Suppliers	Inputs	Process	Outputs	Customers
Lead Managers Project Managers Contractors Contract Administrator	Needs of project Request to advertise Available funding Pre-qualified Classifications Information Tracking	<div style="text-align: center;"> <div style="background-color: #4a7ebb; color: white; padding: 5px; margin-bottom: 5px;">Req to Advertise</div> <div style="text-align: center;">↓</div> <div style="background-color: #4a7ebb; color: white; padding: 5px; margin-bottom: 5px;">Advertise 28 days</div> <div style="text-align: center;">↓</div> <div style="background-color: #4a7ebb; color: white; padding: 5px; margin-bottom: 5px;">Bid Opening</div> <div style="text-align: center;">↓</div> <div style="background-color: #4a7ebb; color: white; padding: 5px; margin-bottom: 5px;">City Clerk</div> <div style="text-align: center;">↓</div> <div style="background-color: #4a7ebb; color: white; padding: 5px; margin-bottom: 5px;">SBE Review</div> <div style="text-align: center;">↓</div> <div style="background-color: #4a7ebb; color: white; padding: 5px; margin-bottom: 5px;">Award of Bid</div> <div style="text-align: center;">↓</div> <div style="background-color: #4a7ebb; color: white; padding: 5px; margin-bottom: 5px;">Execution of Contract</div> </div>	Project scope that meets the needs of the City of Tulsa Notice to Bidders Public Notification through Tulsa World, Plan Holder News Rooms & COT Website Sealed Bid Packages SBE Letter of Intent & Utilization Bid Tabulation & Letter of Recommendation RFA for Award of Bid Execution of Contract	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

PROCESS MAP



PROCESS MAP



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.

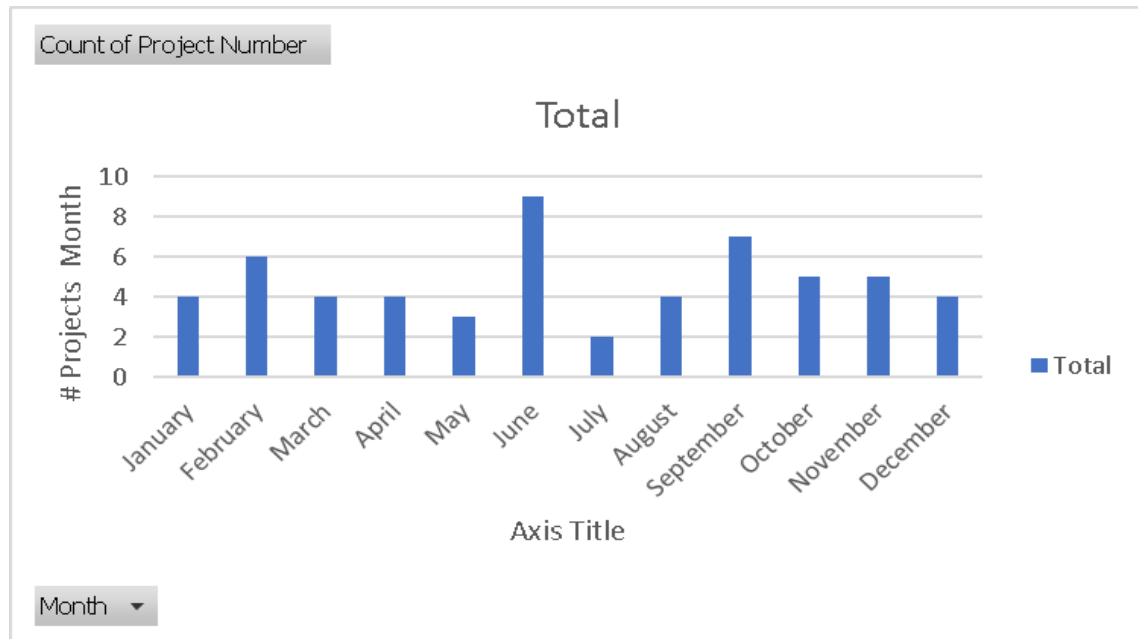
Control

- 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.

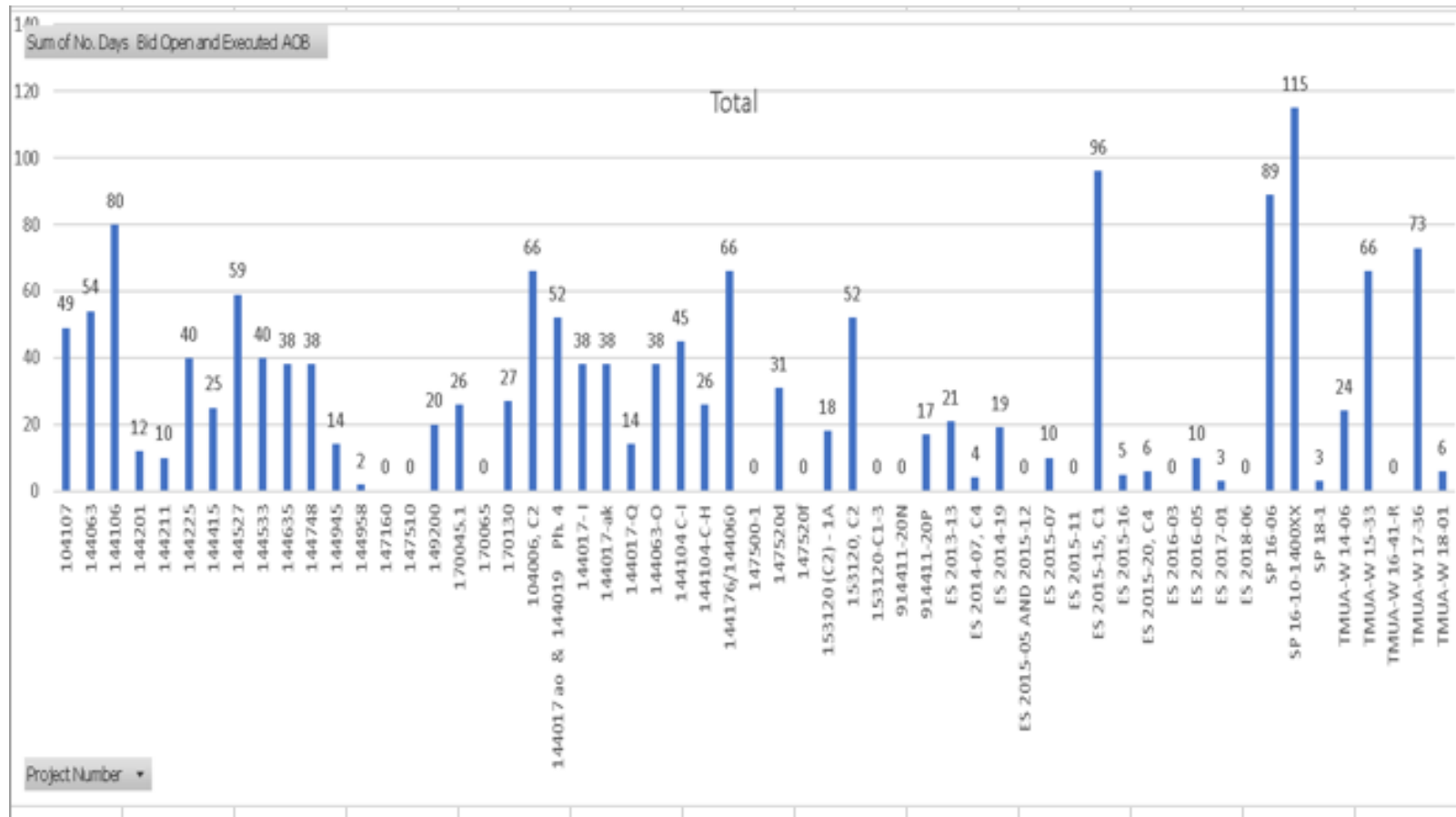
PROJECTS ADVERTISED



Row Labels	Count of Project Number
January	4
February	6
March	4
April	4
May	3
June	9
July	2
August	4
September	7
October	5
November	5
December	4
Grand Total	57



EXECUTED AWARD OF BID



EXECUTED CONTRACTS

