

Cedar Rapids Public Works Department Standard Operating Procedure



Procedure Name: Publishing a Project		Approved By: Doug Wilson	
Original Author(s): Becky Kluesner, Nick Kariya		Original Date Issued: 04/13/2021	
Date Revised or Reviewed:	Revised or Reviewed by:	Approved By:	
Published Locations (manuals/websites/etc.): Project Development and Management Manual – After any revisions to this document, replace the obsolete version stored on this webpage			

Purpose:

To summarize and document the process for listing a public improvements project for bid letting on the IonWave website, and having hard copies printed for City and contractor purposes.

Procedures:

The Designer is responsible for submitting bid documents to the Project Manager at least two weeks prior to the City Council meeting at which they will be filed.

The following procedures are performed by the City Project Manager and/or an Administrative Assistant, after assembling the documents for the publisher.

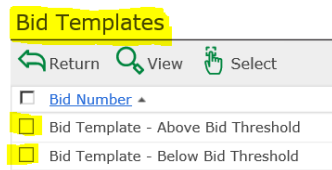
Post a Project to IonWave - Admin

1. Login to: <https://citycrbids.ionwave.net/>
2. Choose **Bids > Draft > New > Templates**

A screenshot of the IonWave website interface. At the top, there is a green header with the "IONWAVE" logo and navigation links for "Home" and "Bids". Below the header, the "Bid Requests" section is visible, featuring a search bar and tabs for "Draft", "Issued", "Closed", and "Awarded". The "Draft" tab is currently selected. Underneath, there is a section titled "All Draft Bid Requests" with a "New" button (highlighted in yellow) and an "Import" button. At the bottom, the "New Bid Header Information" section is shown, with buttons for "Return", "Templates" (highlighted in yellow), "Save", and "ABC Spell Check".

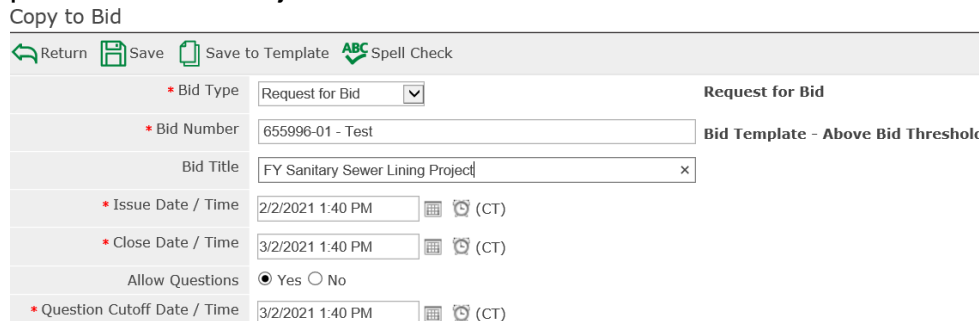
3. Choose a template by clicking on the box:

- Above bid threshold
- Below bid threshold



- a. Click 'Select' to open the bid template.
- b. Refer to the Project Manual if you are unsure whether the project is above or below the bid threshold. If it is above, there will be a Section 00110, Notice of Public Hearing included. If there is no Section 00110, the project is below the bid threshold.

4. Fill out the required fields (indicated with red asterisk *****) using information provided in the Project Manual



- a. Bid Type
 - 1) Request for Bid – Above the bid threshold
 - 2) Request for Quotation – Below the bid threshold
 - 3) Request for Proposal – Seldom used
- b. Bid Number – This should be the contract number, which is listed on the cover sheet of the Project Manual. If more than one number appears, ask the City's Project Manager what the principal contract number is.
- c. Bid Title – This should match the project title found on the cover sheet of the Project Manual.
- d. Issue Date / Time - This should be set no earlier than the day after the project was Filed with (and approved by) Council. If the listing is prepared in advance, it will not go out to the public until the specified and time. Unless there is reason to do otherwise, set the issue time as 10:00am the day after the Council meeting so there is time to cancel if Council for whatever reason does not approve the project.
- e. Close Date / Time – This is the bid submission deadline found in section 00100 of the Project Manual.
- f. Question Cutoff Date / Time – Set this to 4:30pm on the Thursday ahead of the bid close date / time so there is sufficient time to issue an addendum, if necessary.

g. Bid Notes

- 1) Project Description - copy/paste the 'Description of Public Improvement' from Section 00100 of the Project Manual into Notepad, and then into Bid Notes.
- 2) Early / Late Start Date, Milestones, Final Completion – dates can be found in Section 00100; font should be black and not bold

The screenshot shows two side-by-side panels. The left panel, titled 'Bid Information', contains fields for Bid Type (Request for Bid), Issue Date & Time (2/24/2021 02:40:00 PM (CT)), Close Date & Time (3/5/2021 02:40:00 PM (CT)), Bid Status (Draft), Question Cutoff Date (3/3/2021 02:40:00 PM (CT)), Bid Notes (Project Description: The Public Improvement, upon which bids are requested, generally consists of pavement rehabilitation, ADA accessibility improvements, sidewalk installation, water main, storm sewer, and orangeburg sanitary sewer replacement located at C Street SW from Bowling Street to Handley Drive. The Engineer's estimate of probable cost is \$2,230,000. Early Start Date: 4/12/2021, Late Start Date: 4/26/2021, Milestones: None, Final Completion: Completion Date - 10/15/2021), and Commodity (Construction (14 others)). The right panel, titled 'Bid Contact Information', contains fields for Workgroup (Public Works), Contact Name (Karin Kee), Address (500 15th Ave SW, Cedar Rapids, IA 52404 USA), Contact Phone (319 (123) 4567), and Contact Email (k.kee@cedar-rapids.org).

- h. Commodities - Categories this project will be assigned to for distribution purposes have been pre-selected. Contractors who have elected to receive notices of projects for one or more of these categories will receive a message that the project has posted. To edit this distribution list, click "Select."

i. Press "Save"

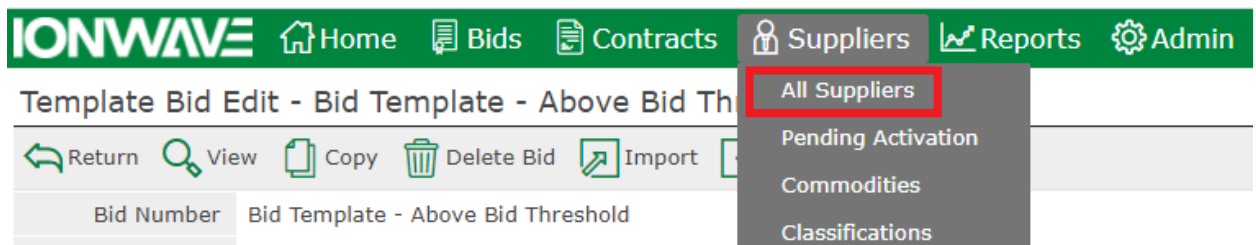
5. Bid Contact Info – The default bid contact information should be Public Works Engineering. If for some reason it is not, check to make sure the correct template was used to prepare this listing. It can be changed by clicking on 'Address Book' and selecting Public Works.

6. Invitations Tab – To ensure a specific contractor/stakeholder receives a notification of the project, especially if they are not yet registered with IonWave, enter their email address here.

a. Go to the External Invitees sub-tab and click 'New.'

The screenshot shows the 'Invitations' tab selected in a software interface. Below the tab, there are sub-tabs: 'Invited Suppliers', 'External Invitees' (which is highlighted with a red box), and 'Other Participants'. Under the 'External Invitees' sub-tab, there is a 'New' button (highlighted with a red box) and an 'Invite Email' field. Below these, it says 'No records to display.' and there are navigation arrows at the bottom.

- b. Enter as many email addresses as needed, separated by semi-colons. Click 'Save.'
- c. View who is currently registered as a 'Supplier' by going to the 'Suppliers' menu and viewing 'All Suppliers.'



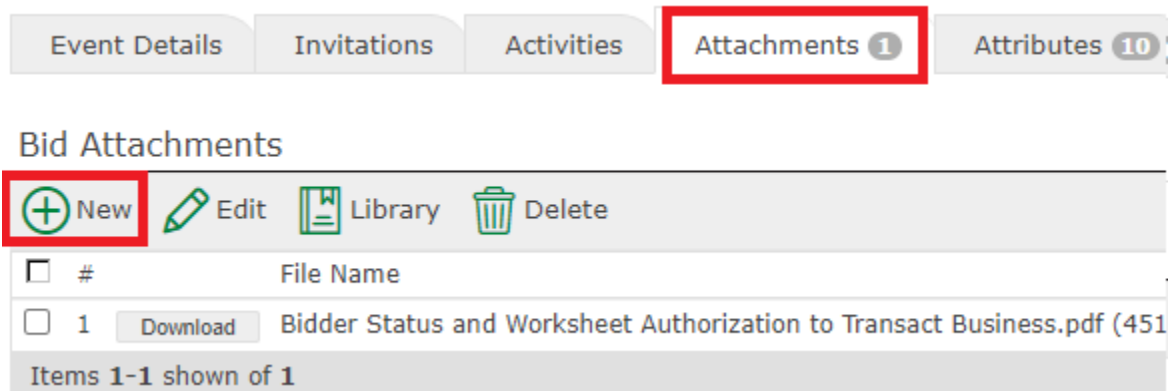
7. Activities Tab – If the project has a pre-bid meeting, enter information for that here. If attendance is optional, leave it as a ‘Non-Participation’ event (default). If attendance is required, change it to a ‘Participation’ type event. If not, delete the event.

You can also add different types of events by clicking ‘New’ and entering in meeting details as appropriate.

8. Attachments Tab: At a minimum, every project will include the following five Attachments:
 - Project Manual, PDF format
 - Plans, PDF format
 - Bidder Status Form, PDF format
 - 00300-A Reference Spreadsheet, XLS format
 - Bid Bond Form (required when the Engineer’s Opinion of Probable Cost is \$25,000 or more), PDF format

Occasionally, projects may also require additional Bid Attachments. State, Federal, or Grant-funded projects usually require additional attachments. If this is the case, they will appear in section 00410 of the Project Manual. Extract these and upload them separately to call attention to them for the contractor.

- a. To add Attachments, go to the Attachments tab, and click ‘New.’



- b. Press ‘Select Files’ and add the appropriate files from the network drive. You can select multiple files and upload them all at once. All files should be listed as ‘Public.’ Give each file a brief description.
- c. Click ‘Start Upload.’

Select Files Start Upload

Maximum file size is 250 megabytes per file

* Indicates a required field

Filename	* Access Level	* Description
3012095-03 Bid Bond Final for Printing.pdf	<input checked="" type="radio"/> Public <input type="radio"/> Online Only <input type="radio"/> Buyer Only	Bid Bond
3012095-03 PLANS FINAL FOR PRINTING.pdf	<input checked="" type="radio"/> Public <input type="radio"/> Online Only <input type="radio"/> Buyer Only	Plans
3012095-03 PROJECT MANUAL FINAL FOR PRINTING.pdf	<input checked="" type="radio"/> Public <input type="radio"/> Online Only <input type="radio"/> Buyer Only	Project Manual

9. Attributes Tab – You will not normally need to make any changes to this tab. The only exception might be if you wanted the contractor to make some additional acknowledgements, or provide additional information not already covered by the existing questions or attachments.

If you do want to add another Attribute (a question/statement prompting a response from the bidder), choose the type of Attribute from the drop-down menu, and click 'New.'

Bid Duration 1 month 3 days

Event Details Activities 1 Attachments 1 Attributes 10 Line Item

Bid Attributes

+ New (Select Type) Library Edit Delete Move Up Move

(Select type)

☐ # Short Text

☐ 1 Long Text

Note

Numeric

Percentage

List of Values

Checkbox

Display Value

document

proposes and agrees, if this bid is accepted, to enter into a contract with work as specified or indicated in the bid documents for the prices and terms and conditions of the bid documents.

its all of the terms and conditions of the Notice to Bidders, including v

bid will remain subject to acceptance for 60 days after the bid openi

upon request of Jurisdiction. Bidder will sign and deliver the required

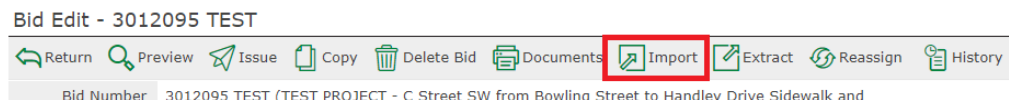
The most common types of Attributes you might use would include:

- Short text – Ask for a short response, such as a name
- Long text – Ask for a multiple sentence response, such as a description of personnel or experience.
- Checkbox – Ask the bidder to acknowledge a statement
- Phone / Email / Date – Question field which accepts information in these formats.

Consider whether or not you want an answer to be required. If it is required, the bidder cannot submit their bid until they answer this question.

10. Line Items – This is where you will enter the unit price / lump sum items for the project.

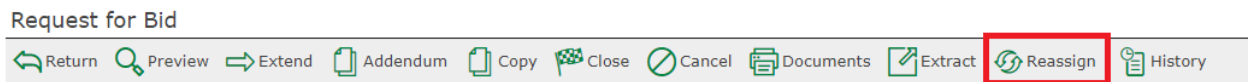
- Open the Project Development Guide for the project, located in the Project Manual folder in the project's network file, and go to the "IonWave Importer" tab. Follow the directions provided to create the .txt file needed to import line items into IonWave.
- Click 'Import' at the top of the website.



- Select the .txt file you created and choose 'Import.'
- Check the line items tab to ensure the information was brought in correctly; make corrections as needed.

11. Response Attachments – With most projects, the defaults (Bid Bond and Bidder Status Form) will be sufficient. If your project's estimated cost is less than \$25,000, delete the Bid Bond requirement. If you had additional attachments added during step 6, create a corresponding entry here by clicking 'New,' and adding a new Response Attachment with a name identical to the form you added.

12. When everything is entered, reassign the project to the Project Manager. There is a 'Reassign' button in the menu bar up top. If for some reason it is not, contact a PW Engineering Project Coordinator to do so, and ask for permissions to be able to do this.



13. Notify the City Project Manager the draft project posting is ready for review. Ask them to check the details for accuracy, particularly the Line Items section. The Project Manager should do the following:

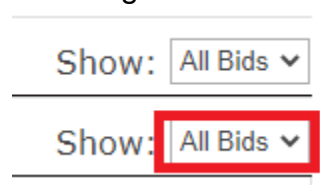
- a. Go to <https://citycrbids.ionwave.net/> and open the subject project under Bids > Draft.
- b. Review the 'Event Details' tab for accuracy
- c. Check the 'Attachments' section to verify the correct documents were uploaded. There should be a copy of the Plans, the Project Manual, a Bid Bond form, a Bidder Status Form, and a 300-A Reference excel spreadsheet. State- and Federally-funded projects may require additional attachments.
- d. Compare the 'Line Items' section against the Plans for accuracy.
- e. Make note of any contractors, and their contact information, who should receive an invitation to the project. The Admin will check

against the list of registered companies to ensure the contractor(s) receive a notice.

- f. Notify the Admin as soon as the review is complete, calling out any required changes.

14. After receiving approval from the City Project Manager, the Admin opens the project, and presses 'Issue' at the top of the page. The project may be set to be issued ahead of time. Set this for 10:00am the day following the project's Public Hearing at Council. The project will automatically distribute to contractors at that time.

After re-assigning the project, the listing may drop out of view for the Admin. To find this again, when in the list of Draft projects, choose 'All Bids' from the 'Show' menu on the right side of the screen.



Hard Copy Printing

IonWave does not offer printing services. Public Works needs several hardcopies of the plans and specifications for its uses, and some contractor prefer to review paper copies of plans for their own review.

Prepare a Plan Holders List for City stakeholders using the following template:

Refer to: [Template – Plan Holders List](#)

Public Works uses Rapids Reproductions to produce its printed bid documents. Send a request for printing by going through the following steps:

- Go to <https://rapidsrepro.com/planroom/>
- Click on "Upload Files" in the menu bar on top of the screen
- If you do not already have an account with Rapids Reproductions, you may need to set one up at this time.
- Fill out your Customer Info. In the Order Info section, choose:
 - i. Job Name/PO = the construction contract number
 - ii. Location = Cedar Rapids
 - iii. Delivery Method = Delivery
 - iv. Instructions – Write:

Project Manual: 8 1/2 x 11; white paper; double-sided per specification section (add blank page for uneven sections); comb binding (put comb on backwards); clear front cover; black vinyl back cover.

Plans: 11 x 17; singled sided; white paper; two staples down left side; Exception: Construction Inspector No. 7 plans to be **Wire** spiral bound with front and back page laminated.

Per the attached Plan Holders list, please deliver sets 1 thru 19 to me at the Public Works Dept. For Nos. 8 & 9 (Streets & Sewer w/Public Works), provide plans only, no project manual. For Nos. 10 & 11, provide plans, bid & bid bond only, no project manual (*may have to change these numbers if Request for Quote*). Distribute the remainder to the plan rooms.

- Click on the Upload area at the bottom of the screen, and choose the appropriate Plans and Project Manual files.
- Click "Submit."

If you encounter problems, or have questions, Rapids Reproductions can be reached at digital@rapids-repro.com, or at 319-364-2473.

Distributing Printed Copies of the Plans and Project Manual - Admin

When you receive the hard copies from the publisher, switch out the Project Manual Section 00005 (Certifications) and Plan Set cover sheets with the originals submitted by the Designer (and signed by the PW Managers). Distribute those certified copies to the following recipients:

1. Construction Library
2. Consultant
3. Public Works Project Manager

Distribute the remaining Project Manuals and/or Plan Sets as spelled out in the [Plan Holders List](#).