

Process Review Work Plan

Bidding Process

I. BACKGROUND

The Federal-aid Policy Guide (FAPG) 23 CFR 635A contains Federal Highway Administration regulations and policy on contract procedures for Federal-aid projects. This section of the FAPG also requires reviews of various aspects of contract administration on a four year cycle. For Fiscal Year 1996, the bidding process was selected as the subject in this cycle.

II. SCOPE OF REVIEW

This review will encompass the procedures to advertise for bids, issue addenda, open bids, tabulate bids, and award contracts. Both exempt and non-exempt National Highway System projects will be included in the review sample. The review will focus on compliance with FAPG 23 CFR 635A, sections 112, 113 and 114.

Most Federal-aid projects are administered by; the primary exception being the County Toll Road Authority. The review team will examine project records contained in the Divisions and will attend a bid opening in A similar review will be conducted at the County Toll Road Authority Office in

III. REVIEW OBJECTIVES

This review has the following objectives:

1. To determine if the and County Toll Road Authority processes comply with the FAPG.
2. To determine if modifications are needed or if enhancements are appropriate.

IV. REVIEW TEAM

..... Representatives:

Design Division:

Construction and Maintenance Division:

FHWA Representatives:

V. ESTIMATED RESOURCES

- o FHWA Division Staff Time - 4 person weeks
- o FHWA Division Per Diem Costs - \$400

VI. APPROACH

A. **Preliminary Planning Phase** - The following will be accomplished during this phase:

- ~~///~~ Develop the scope, objectives and review responsibilities.
- ~~///~~ Select a review team to represent both FHWA and

~~2/26~~ Develop guidelines for the review, including number of projects to sample.

- B. **Preliminary Analysis Phase** - Existing directives and policies will be gathered and reviewed to determine compliance with the FAPG.
- C. **Data Collection Phase** - This phase will include examining project records at Headquarters and County Toll Road Authority to evaluate the level of implementation of the directives.
- D. **Data Analysis Phase** - The data obtained from the previous phases will be analyzed. Compliance with the FAPG will be evaluated and recommendations for process improvements will be prepared, if appropriate.
- E. **Report Preparation Phase** - A draft report will be prepared to document the review and recommendations which resulted from the review. The draft report will be circulated for comments from all involved. A final report will be prepared from the draft and submitted comments.

I. TIME LINE

Key Dates:

- o **Preliminary Analysis complete:** March 8,1996
- o **Field work complete:** April 15, 1996
- o **Draft report complete:** May 31,1996
- o **Final report complete:** June 28, 1996

REVIEW SCHEDULE

Phase	Jan. 1996	Feb. 1996	Mar. 1996	Apr. 1996	May 1996	June 1996
1. Preliminary Planning	XXX	X				
2. Preliminary Analysis		XXX	X			
3. Data Collection			XXX	XX		
4. Data Analysis				XX	XX	
5. Report Preparation					XXXX	XXXX

Approved:	Date / /
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