

Work Class Percentage Report CBT

Welcome

Welcome to the Work Class Percentage (Breakouts) Report computer-based training.

This training has been prepared by the Contracts Administration Office in conjunction with the Program Management Estimates Section.

Purpose

The purpose of this training is to show the step by step procedures to generate the Work Class Percentage (Breakouts) report.

Work Class Percentage Report

The Work Class Percentage Report is a tool used to determine eligibility of a prequalified contractor to bid and perform the work as a prime contractor. It lists the prequalification work classes in a proposal relative to the total estimated amount of the contract. This determination is based on work class codes assigned to pay items. If there is a bridge structure category in a project, the structure category work class is used. The Work Class Percentage for a proposal must add up to 100.

Work Class Breakouts Report

The Work Class Breakouts Report shows pertinent information for proposals in a specific letting to be advertised, such as proposal ID, financial project number, and estimated budget. A list of work classes is noted on this document. Each proposal is assigned specific work classes, which are derived from the authorization estimate. Once each proposal has been assigned work classes for a specific letting, this document is sent to Contracts Administration Office, or CAO, and the work class percentages are entered into the Contract Proposal Processing, or CPP, System to assist with the contractors' prequalification process.

Flowchart

Upon creation of the Proposal in AASHTOWare Preconstruction Project, or PrP, it is transmitted to Contracts Administration Office, or CAO. Once Final Plans accepts Plans, Specs, and Estimates, or PS&E, it is sent to CAO along with Transmittal Memo, or TM. CAO receives from the Production Management Office the preliminary list of proposals authorized to be advertised for the subject letting.

Estimates Office receives from CAO the preliminary list of proposals and generates the work class percentage breakouts on an Excel spreadsheet and sends to CAO. CAO compiles the documents and information necessary for the advertisement of the letting.

The Production Management Office authorizes CAO to advertise the proposals by providing the finalized list. CAO advertises the proposals. Contractors can obtain plans, specifications, and bidding documents through the CPP Online Ordering System. If a construction project is advertised with a

budget of more than \$250,000, contractors wishing to bid on the project need to be pre-qualified. However, if the advertised budget is \$250,000 or less, contractors do not need to be prequalified.

Florida Statute 337.14

Contractors may apply and be prequalified based on the criteria set forth by the Department through the Contractor Pre-Qualification system in different areas called Work Classes. Florida Law (Chapter 337.14 F.S.) and Rules of State of Florida, Department of Transportation, Chapter 14-22, require contractors to be prequalified with the Department in order to bid for the performance of road, bridge, or public transportation construction contracts greater than \$250,000.00. Contractors submit an application to become prequalified in one or more of the work classes. Therefore, the Proposal Package, or Bidding Documents, for construction contracts with an advertised budget greater than \$250,000.00 can be issued only to contractors who are prequalified in no less than 50% of the work involved in the contract.

Work Classes

Work Classes are generally grouped into: Roadway, Bridges, Traffic Signals, Lighting and ITS, and others. A list of roadway work classes is available on the Resources page.

Step by Step Process

The percentage of each work class can be determined by generating the Work Class Percentage Report from WebGate Reporting. Next, we'll go through the process, step by step, of how to generate a Work Class Percentage Report. Tools that the user will need for this process include:

- Access to AASHTOWare Project Web Gate Reporting
- Jobs & Goals, Draft Bid Solicitation Notice, or BSN, and PS&E Transmittals
- Project Plans, Specifications and Estimates

Summary of Jobs and Goals

The Summary of Jobs and Goals provides a list of proposals to be advertised in each monthly letting. The work class proposal report can be run any time after a proposal is created. Pertinent information includes proposal ID number, financial project number, estimated budget amount, calendar days, and special notes. Also, the special notes column will list critical information pertaining to a specific proposal, such as a Mandatory Pre-Bid Conference, Lump Sum or A+B contract, and Business Development Initiative, or BDI.

Step by Step Process

Select the AASHTOWare Project Webgate Reporting Login link to login. Login with your RACF User ID and password. Select Confidential Estimator Reports. Select Work Class Percentage Report. Use

this screen to select the Letting and proposal. Select a Letting ID. Note: A proposal can be selected without a Letting ID. For instance, LS proposals are not attached to a Letting ID.

Once you have selected a Letting ID, select the proposal drop down list. Select a proposal from the list. Once you have selected a proposal, all work classes included in the proposal will show on the screen. The work class percentage report can be run as a PDF or HTML output.

Work Class Percentage Summary

This is what the Work Class Percentage Summary Report looks like.



Florida Department of Transportation
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Work Class Percentage Proposal Summary

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Selected Letting: CT190612
Selected Proposal: T3731

Project(s): 22083835201 (*) Letting Date: 6/12/2019

Pre-Qualification Category		Work Class Amount	Percentage of Proposal
03	Grading	\$955,710.75	5%
04	Flexible paving	\$1,336,525.00	7%
06	Hot Plant-Mixed Bituminous Courses	\$4,042,768.50	21%
09	Drainage	\$2,310,432.83	12%
30A	Electrical Work	\$1,327,604.98	7%
30C	Guardrail	\$472,000.00	3%
30D	Grassing, Seeding & Sodding	\$20,756.00	0%
30G	Pavement Marking	\$227,316.69	1%
30H	Roadway Signing	\$1,312,669.04	7%
30J	Traffic Signal	\$4,697,855.09	25%
30K	Computerized Traffic Control Systems	\$866.22	0%
30T	Intelligent Transportation System	\$2,031.56	0%
30X	Sidewalk	\$1,151,415.00	6%
30Z	Other	\$786,360.80	4%
MT	Maintenance of Traffic	\$171,939.60	*MT--> 0.5% 1%
		\$18,816,252.06	

Lump Sum Proposal

If the proposal is a lump sum, there is a duplicate proposal prepared by the estimator that contains items. This duplicate proposal is identified as the proposal ID with a suffix of LS, e.g. T1679LS. Select lump sum proposal ID.

Lump Sum Work Class Percentage Proposal Summary

Here is an example of a lump sum work class percentage proposal summary.



Florida Department of Transportation
web Transport
Work Class Percentage Proposal Summary

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Selected Letting:

Selected Proposal: T1679LS

Project(s): 43660115201LS (*) Letting Date:

Pre-Qualification Category	Work Class Amount	Percentage of Proposal
03 Grading	\$49,915.06	2%
04 Flexible paving	\$16,173.40	1%
06 Hot Plant-Mixed Bituminous Courses	\$837,915.24	41%
09 Drainage	\$144,024.84	7%
30A Electrical Work	\$156,828.30	8%
30D Grassing, Seeding & Sodding	\$9,104.40	0%
30G Pavement Marking	\$47,907.95	2%
30H Roadway Signing	\$43,477.60	2%
30J Traffic Signal	\$69,689.77	3%
30X Sidewalk	\$337,385.92	17%
30Z Other	\$201,628.01	10%
MT Maintenance of Traffic	\$126,422.02	*MT--> 3% 6%
	\$2,040,472.50	

If It Doesn't Add Up

What happens if the total doesn't add up to 100%, or if it's more than 100%?

- If the total is 98% or 99%, add 2% or 1% respectively to Maintenance of Traffic, or M.O.T.
- If the total is 101%, subtract 1% from M.O.T.

Bridge Construction Work Classes

The new bridge construction work classes are grouped in: Major Bridges, Intermediate Bridges and Minor Bridges. This grouping is for the purpose of prequalification and may not be the same as other groupings for different purposes.

Bridge Repair and Rehabilitation Work Classes

For every type of bridge there is a separate class for Repair & Rehabilitation.

Bridge Structure Work Classes

In this Work class percentage summary for T2657, the highlighted area shows the 07 Intermediate bridge work class percentage and estimated budget.

This Work Class Item Detail Summary for Intermediate Bridges (07), shows the project number, category, items, quantities, unit prices, extended amount, percent of work class, and percent of proposal.

This Bid Solicitation Notice, or BSN, which is also known as the advertisement, shows pertinent information for the proposal, such as letting date, county, location of the project, project limits, proposal budget estimate and description.

Contractor's Prequalified Work Classes

This document shows a list of the prequalified work classes for Anderson Columbia, Inc. The highlighted areas in proposal T2657 shows the prequalified work classes for Anderson Columbia, Inc. The contractor is eligible to bid on this proposal since they are prequalified in more than 50% of the work classes involved in the proposal. If Anderson Columbia, Inc. is interested in bidding on this proposal they are eligible to order bidding documents, such as plans & specifications.

Minor Bridge vs. Bridge Culvert

A Minor Bridge spans lengths not exceeding 50 feet center to center of cap and total length not exceeding 300 feet. A Bridge Culvert is a Box Culvert with span lengths 20 feet or greater; also considered a Minor Bridge.

Minor Bridge Work Class

In this Work Class Percentage Summary for T2658, the highlighted area shows the 02 Minor bridge work class percentage and estimated budget.

This Work Class Item Detail Summary shows 02 Minor bridge work class items, quantities, unit prices, extended amount, percent of work class, and percent of proposal.

As discussed in a previous slide, the Bid Solicitation Notice, or BSN, shows pertinent information for the proposal, such as letting date, county, location of the project, project limits, proposal budget estimate and description.

Contractor's Prequalified Work Classes

This document shows a list of the prequalified work classes for Superior Construction Company Southeast, LLC. The highlighted areas in proposal T2658 shows the prequalified work classes for Superior Construction Company Southeast, LLC. The contractor is eligible to bid on this proposal since they are prequalified in more than 50% of the work classes involved in the proposal.

Traffic Signals, Lighting, and ITS

In this Work Class percentage summary for T4460, the highlighted areas show the work class percentages and estimated budget amounts for 30A-Electrical Work, 30J-Traffic Signals, and 30K-Computerized Traffic Control Systems.

This Work Class Item Detail Summary for Traffic Signals-30J shows the project number, category, items, quantities, unit prices, extended amount, percent of work class, and percent of proposal.

This is a Bid Solicitation Notice, BSN, for proposal T4460.

Contractor's Prequalified Work Classes

This document shows a list of the prequalified work classes for American Lighting & Signalization, LLC. The highlighted areas in proposal T4460 shows the prequalified work classes for American Lighting & Signalization, LLC. The contractor is eligible to bid on this proposal since they are prequalified in more than 50% of the work classes involved in the proposal.

Traffic Signals, Lighting, and ITS

In this Work Class Percentage Summary for T5587LS, the highlighted area shows the 30A-Electrical Work class percentage and estimated budget.

This Work Class Item Detail Summary for T5587LS, Electrical Work (30A), shows the project number, category, items, quantities, unit prices, extended amount, percent of work class, and percent of proposal.

This is a Bid Solicitation Notice, or BSN, for proposal T5587LS. Note: The LS for T5587 will not show on the BSN.

Contractor's Prequalified Work Classes

This document shows a list of the prequalified work classes for Traffic Control Devices, Inc. The highlighted areas in proposal T5587LS shows the prequalified work classes for Traffic Control Devices, Inc. The contractor is eligible to bid on this proposal since they are prequalified in more than 50% of the work classes involved in the proposal.

Architectural Building

While there are no prequalification requirements, the Contractor must be registered with My Florida Market Place as a vendor and State of Florida, Division of Corporations, as a business entity. The contractor is also required to have a Builder's or General Contractor's License.

Rest Area Facility Advertisement

This is a Bid Solicitation Notice, or BSN, for proposal T5571.

Work Class Percent Proposal Summary for Rest Area Facility

This Work Class Percent Summary for T5571 shows the 30Z (Other) category is 70%. You must identify the items included in 30Z. This is discussed in detail in the next slides.

Work Class Item Detail Summary for 30Z

This Work Class Item Detail Summary for 30Z (Other) shows item numbers **0750-1-19 (Architectural Bldg.); 0751-36-13 (Bicycle Rack) & 0751-38-14 (Steel Bench)**. It's very important to check the items in the 30Z (Other) category to avoid missing any Architectural items that may be included in the work class proposal, such as a **Rest Area Building, Weigh Station Facility, and/or Architectural Signs**.

Rest Area Facility

Write a note of the items with their respective percentages that are included in 30Z (Other) on the Work Class Breakouts Report. Then show the total percentage for 30Z (Other) category in the column on the Excel spreadsheet that is sent to Contracts Administration Office.

Frequently Used 30Z (Other) Items

Frequently Used 30Z (Other) Items include:

- 0101-1 (Mobilization)
- 0999-25 (Initial Contingency Amount)
- 1000, 1050, 1055 & 1080 (Utilities)
- 0750 & 0751 (Architectural Bldg., Architectural Special Sign), e.g. Rest Area Facilities, and Weigh Station Facilities.

Joint Participation Agreement (JPA)

If there is a Joint Participation Agreement, or JPA, included in the work class percentage proposal, review construction plans and Technical Special Provision, or TSP, to verify the scope of work included in the JPA. Central Office Preliminary Estimates Coordinator and District CAO personnel conducting the work class percentage breakouts will need to consult with the respective District Estimator for specific information relating to the JPA.

Example-Joint Participation Agreement

In the example shown, the item 1000-7 (JPA-Power) is Lighting work, which would be work class 30A (Electrical). The lighting work is 74% of the total 88% for 30Z (Others).

This information is noted on the spreadsheet that is sent to Central Office and District CAO.

What Happens Next?

Once the Work Class Percentage report is complete, it is sent to the Contracts Administration Office for their processes. The percentages for each proposal are entered into the CPP system. Contractors who have signed up to access the CPP Online Ordering system can log into the system and order, download plans, specifications and bidding documents for proposals to submit their bids.

Contract Proposal Processing

This is the CPP login page. CAO staff uses this application to load the Work Class percentages into the system. CPP processes check contractors' eligibility to obtain bidding documents, such as:

- Prequalification Work Classes
- Contractor's Capacity
- Other Requirements, i.e. Business Development Initiative
- Mandatory Pre-Bid Conference

Example of Jobs & Goals for T4519

This is an example of a Jobs and Goals report that the CAO staff use for the advertised projects. Let's follow the step by step process for T4519.

Contractor's Prequalified Work Classes Continued

This document shows the prequalified work classes for Weekley Asphalt Paving, Inc. The contractor is eligible to bid on this proposal since they are prequalified in more than 50% of the work classes involved in the proposal.

Example of proposal T4519 as shown on the Work Class Percent Breakouts Spreadsheet

This report as we have seen before, shows the Work Class percentages for the subject proposal.

Enter Work Classes In CPP (Proposal T4519)

This screen in CPP shows the Work Class percentages for T4519. The work class percentages are entered into the CPP system, respectively. The system is ready to process orders entered by the contractors.

Push Button Contracts

Push Button contracts are work orders issued by the department as part of an executed contract and has a maximum budget amount. This is an example of the advertisement for a Work Order driven contract. There is a maximum budgetary ceiling for such contracts, which is less than the total budgeted amount. The Work Class percentage report for this type of contract is prepared based on the total budget estimate and not Maximum Budgetary Ceiling.

Conclusion

You have completed the Work Class Percentage (Breakout) Report computer-based training.

If you have questions regarding the content that was just presented, you can reach Cedric Thomas by email at cedric.thomas@dot.state.fl.us or by phone at (850) 414-4057. You may also contact Mirza Rezazadeh by email at AMirza.rezazadeh@dot.state.fl.us or by phone at (850) 414-4008.

Thank you for your time and attention.