6.1 CMGC and Design Build Project Set Up

Background:

CMGC and Design-Build (DB) projects will be set up in AWP as shell projects. For advertisement/bidding, CMGC and DB shell projects will appear in the construction bidding area of the procurement site, but will not offer electronic bidding. The shell project is created from the CMGC/DB template already set up in AWP. A proposal and letting must be created in AWP to generate the placeholder EBSX file used to create the letting in Bid Express.

Roles:

Project User, Letting User

Navigation:

Project Overview

1. Create your CMGC/DB project following QRG – *Starting a Project*. You will have place-holder project information for category, item & funding. When creating your project:
   a. Create one Basic Bid category
   b. Create one CMGC/DB Placeholder (Lump Sum) item and use the total estimate amount as the unit price for the item.
   c. Create a new (blank) fund package and label as CMGC/DB placeholder.
   d. You can use any fund for the fund package.
2. Create a proposal from your project. See QRG – *Creating a Proposal*.
3. Create a letting in AWP and Bid Express. See QRGs – *Letting Creation*, and *Bid Express Letting Creation*. The EBSX file you use to create your letting in Bid Express is a placeholder and will not be used by bidders.

Note: When setting up your letting & proposal on Bid Express, make sure to create alerts in both areas that specify that electronic bidding is not available for this letting/proposal and only handwritten manual bids will be accepted. This should also be specified in your Invitation to Bid.

Next Steps:

See QRG *Addenda for CMGC and Design Build*