

DOWNLOADING DIGITAL PLANS AND PROJECT MANUALS FOR PORT PUBLIC WORKS PROJECTS AND ENGINEERING RFPs/RFQs

Bidding documents for Port of Oakland public works projects are currently being distributed exclusively¹ in digital (PDF) format, via a hosting website. The hosting website is accessible through a link on the Port of Oakland website. There is no charge for downloading when you access the documents via the link on the Port website.

There are four steps involved in downloading the digital plans and project manual for a public works project:

- (I) navigating to the hosting website;
- (II) locating the “Project Information” page for the project;
- (III) registering as a plan holder; and
- (IV) downloading the digital files.

(RFPs/RFQs for engineering consulting services are also posted to the same hosting website. See pp. 11 ff., below, for details.)

(I) NAVIGATING TO THE HOSTING WEBSITE

(a) Go to the Port website (www.portofoakland.com) and hover your cursor over “**Business**” at the top of the home page.

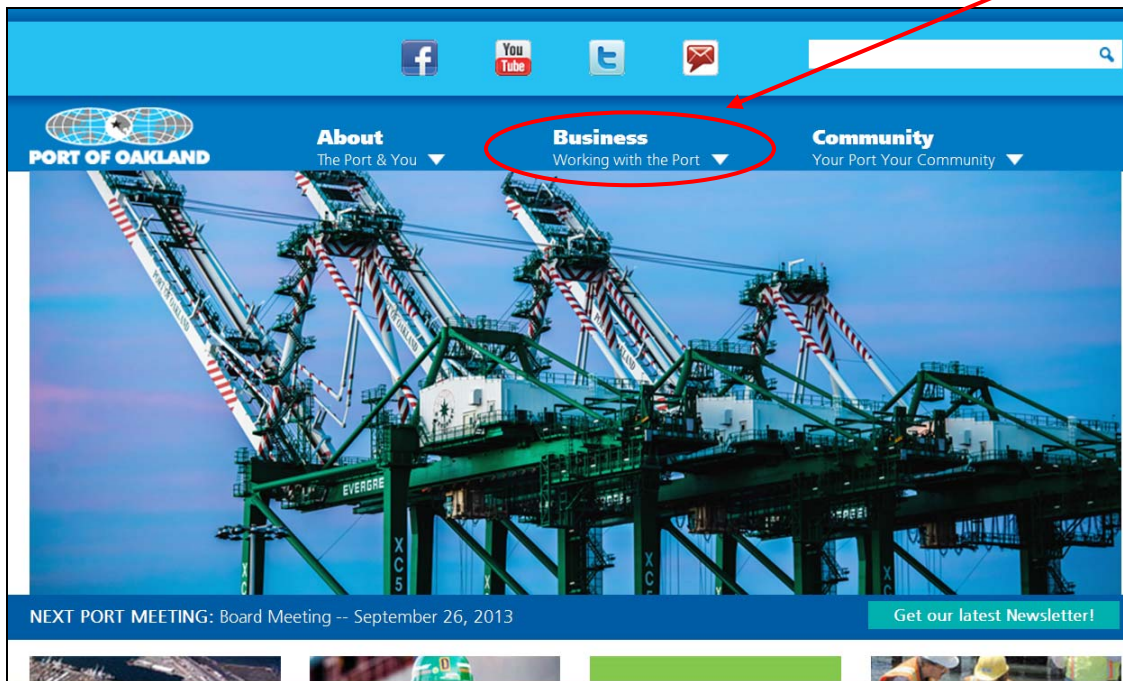


FIGURE 1: PORT WEBSITE – HOME PAGE

¹ Except for projects whose plans and project manual contain security-sensitive information. Security-sensitive projects are listed on the Web page shown in Figure 5, but portions of the bidding documents are distributed only in hard-copy format.

(b) Select “Bids/RFPs/RFQs” from the “Opportunities” section of the popup menu.

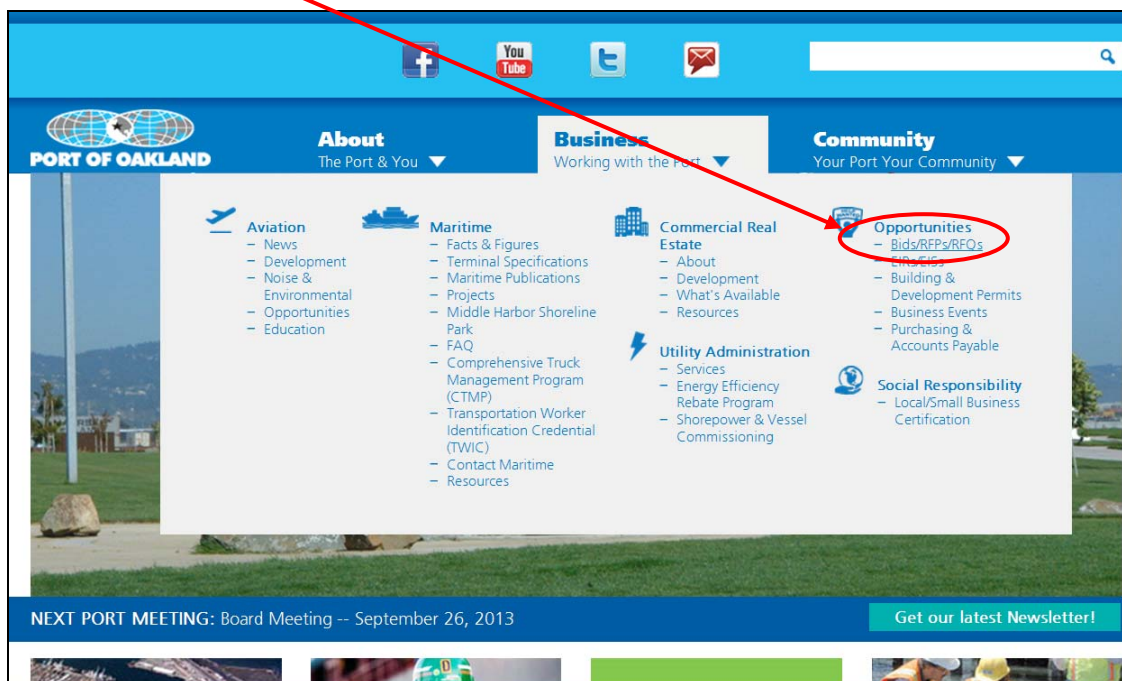


FIGURE 2A: PORT WEBSITE – “BUSINESS” MENU

(c) On the Bids/RFPs/RFQs page, click on the link for “Engineering Bids”.

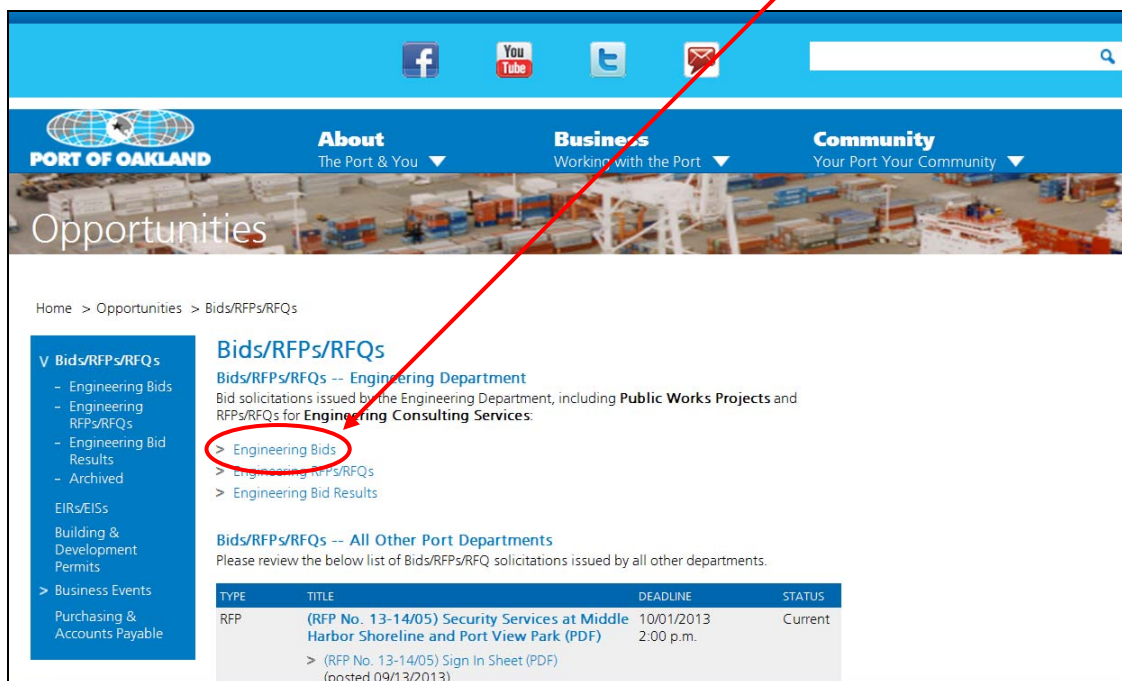


FIGURE 3A: PORT WEBSITE – “BIDS/RFPs/RFQs” PAGE

(d) On the Current Engineering Bids page, click on this link.

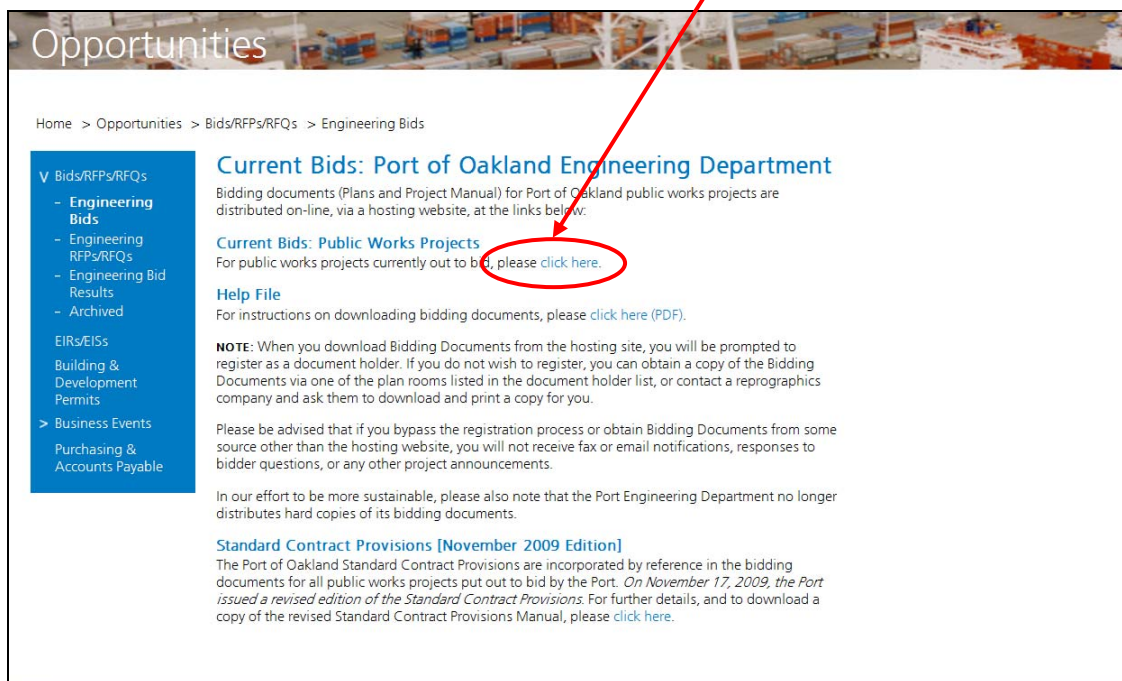


FIGURE 4A: PORT WEBSITE – “CURRENT BIDS: ENGINEERING” PAGE

The steps illustrated in Figures 1-4A, above, will take you to the eBidboard.com website, which hosts the Port’s bidding documents.

(II) THE “PROJECT INFORMATION” PAGE OF eBIDBOARD

All Port public works projects currently out to bid will be listed on the Port’s eBidboard home page, as shown below:

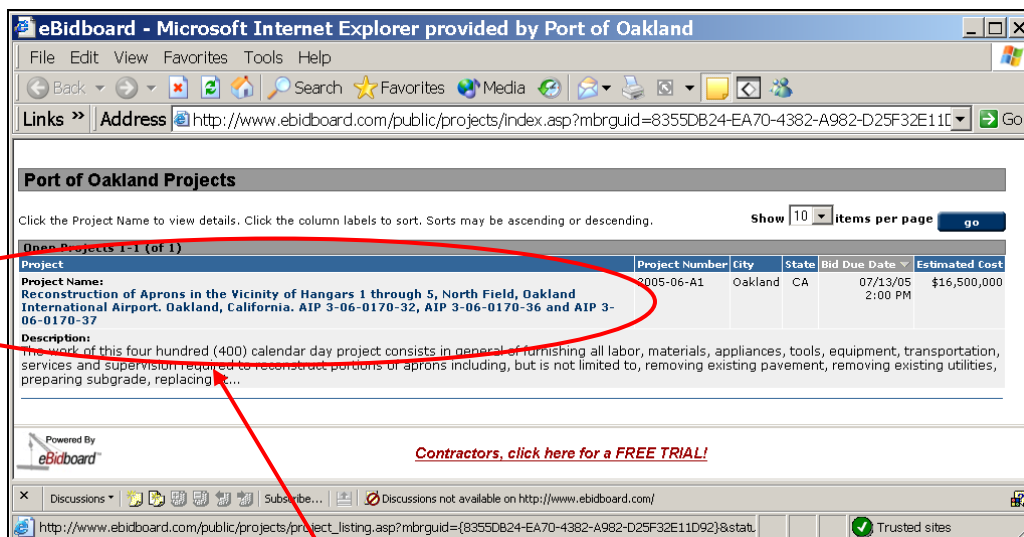


FIGURE 5: HOSTING WEBSITE – CURRENT PORT PROJECTS PAGE

When you click on a **project title**...

....a new page will open, containing general information about the project, as shown on the following page:

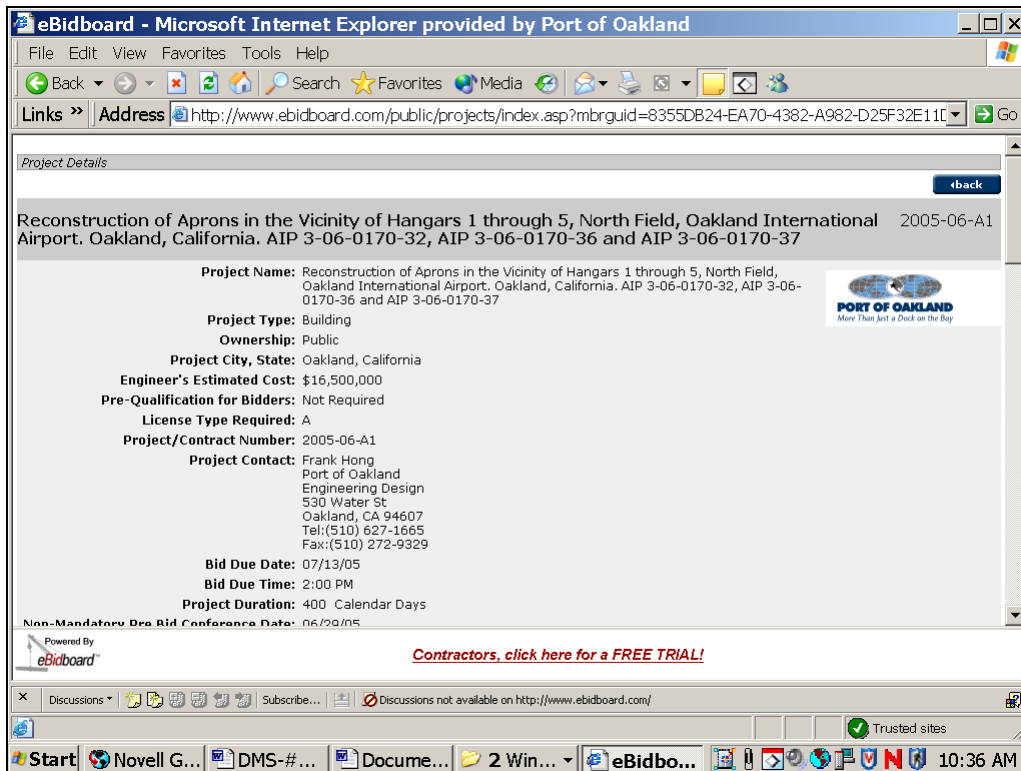
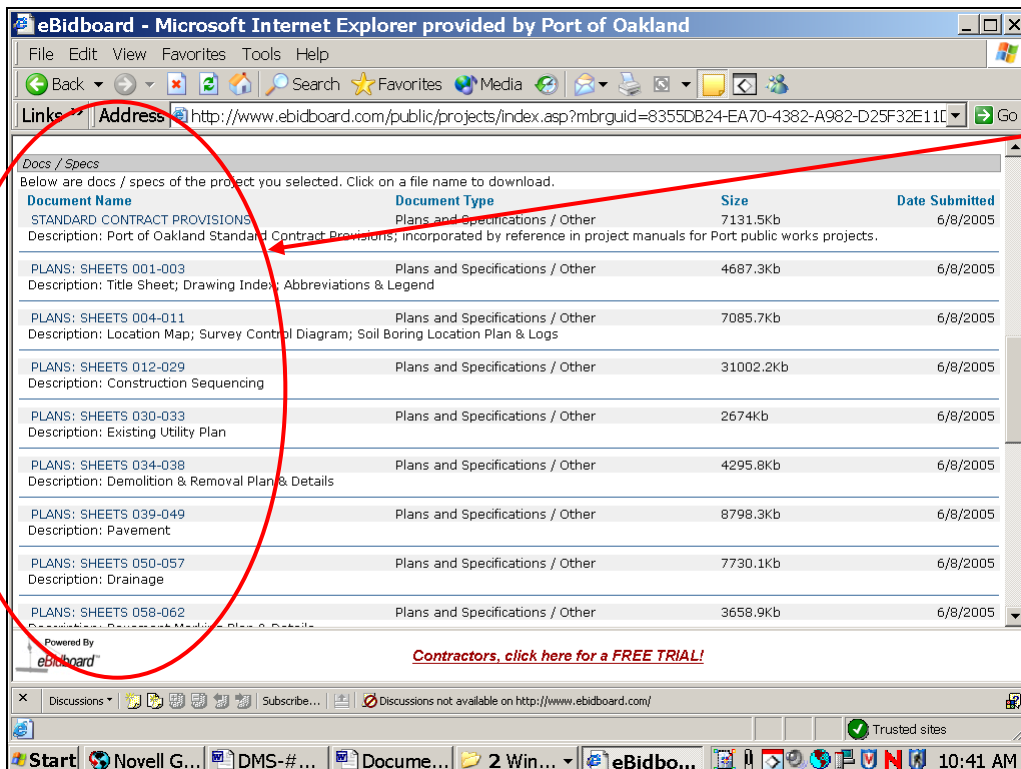


FIGURE 6A: HOSTING WEBSITE – “PROJECT INFORMATION” PAGE—BASIC PROJECT INFORMATION

As you scroll down this “Project Information” page, you will find a list of downloadable project documents (project-specific Plans and Project Manual, the Port’s Standard Contract Provisions Manual, hazmat reports, etc.) as shown below in Figure 6b. Clicking on any document title in this list will take you to a page where you can either register as a plan holder or, if you are already registered as a plan holder, you can proceed directly to the document download page. See Section III, Registering as a Plan Holder, for further details.



LIST OF PROJECT DOCUMENTS

FIGURE 6B: HOSTING WEBSITE – “PROJECT INFORMATION” PAGE—LINKS TO DOCUMENT DOWNLOAD PAGE

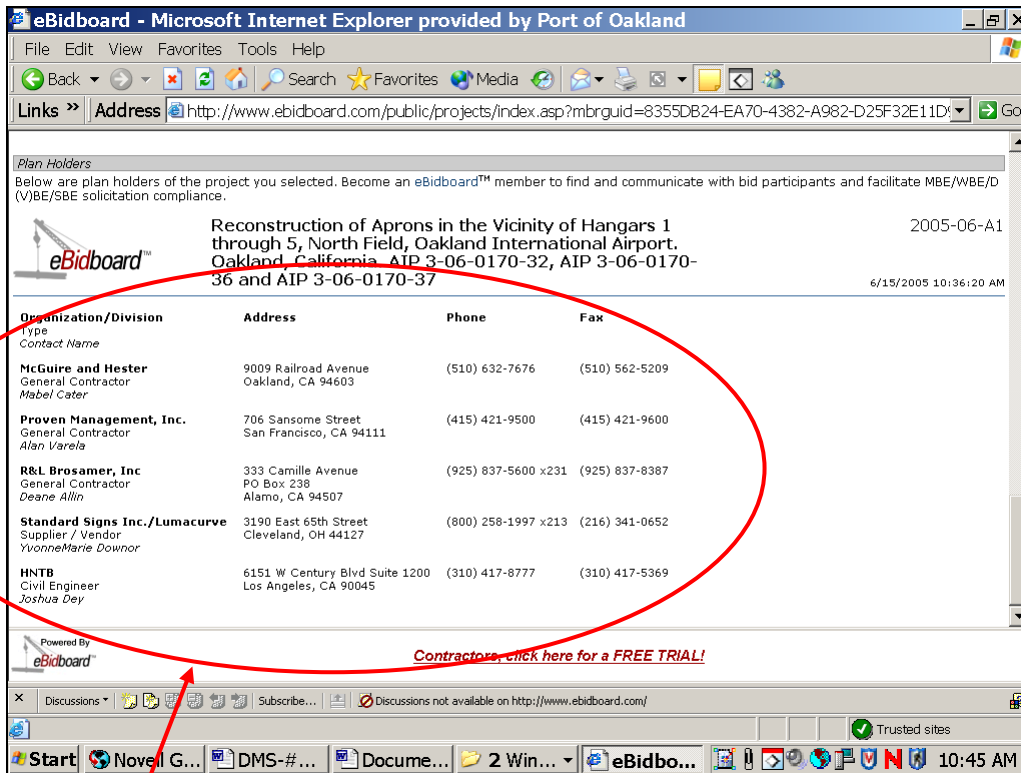


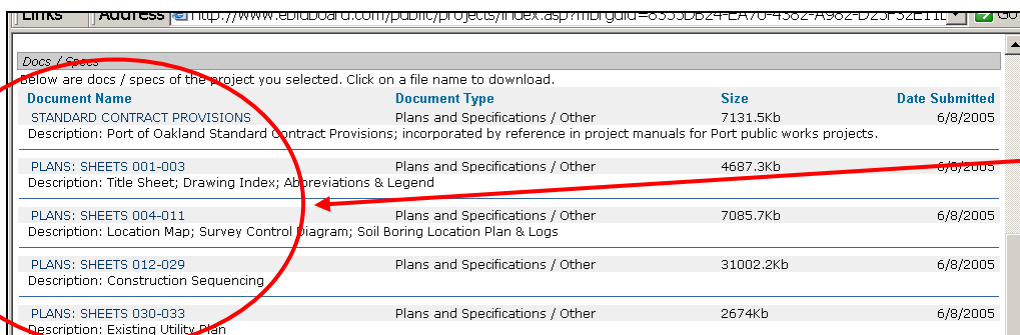
FIGURE 6C: HOSTING WEBSITE – “PROJECT INFORMATION” PAGE—PROJECT PLAN HOLDERS

Plan holders for the project are listed at the very bottom of the Project Information web page, along with their contact information. (Incidentally, between the document list and the plan holder list, you will find a list of bid items [not shown in the screen shots herein].)

(III) REGISTERING AS A PLAN HOLDER

To download any portion of the bidding documents, you must register as a project plan holder. Registering as a plan holder, and providing a fax number, will ensure that you receive timely notification of any addenda modifying the plans and project manual.² Any such addenda will be posted to the same hosting website as the original plans and project manual.

As noted on page 4, above, you can register as a plan holder via the project document title links³ on the Project Information page shown in Figure 6b.



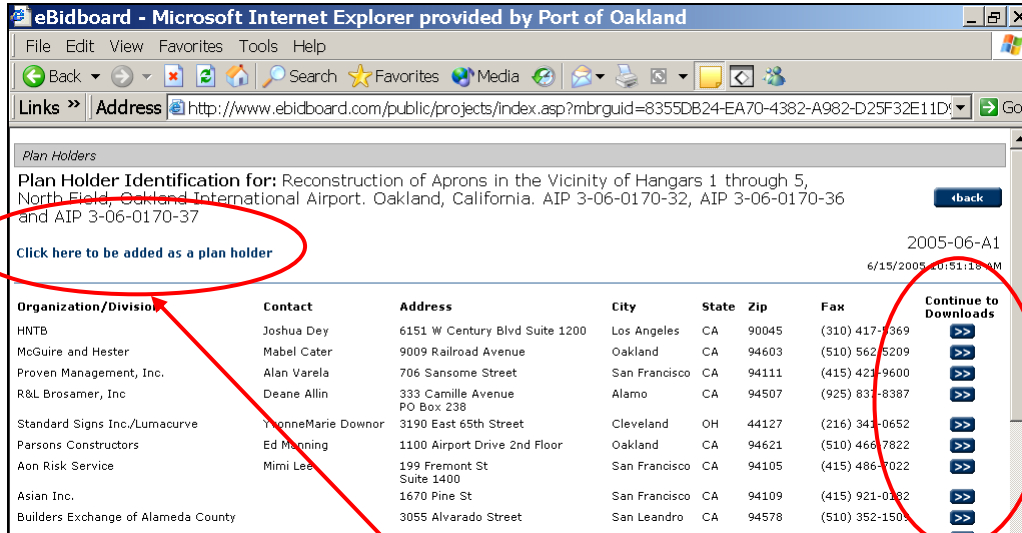
LIST OF PROJECT DOCUMENTS
(click to proceed to registration/download pages)

FIGURE 6B: HOSTING WEBSITE – “PROJECT INFORMATION” PAGE—LINKS TO DOCUMENT DOWNLOAD PAGE

² Although the Port makes every effort to ensure that all registered planholders will receive fax notification (and, for those bidders who provide an e-mail address, e-mail notification) of addendum issuance, it is nonetheless advisable for bidders to monitor the website periodically, in case there might be a glitch in the addendum notification process. “Each Bidder is responsible for ascertaining, prior to submitting a Bid, that it has received all issued Addenda” (project manual, Document 00200, paragraph titled “ADDENDA”).

³ Note that although the links shown in Figure 6b appear to be document download links, they aren’t. The actual download links are on the document download page, shown in Figures 12a and 12b, below. The links shown in Figure 6b take you to the plan holder list page, where you can start the process of registering as a plan holder.

When you click on one of the document titles / links circled in Figure 6b, the web page in Figure 7 will appear, prompting you to register as a plan holder.



If you've already registered as a plan holder for the project, you can proceed directly to the document download page shown in Figures 12a and 12b, below, by clicking on the double-arrow next to your company's name.

FIGURE 7: HOSTING WEBSITE – PLAN HOLDER LIST PAGE

To register as a plan holder for the project, click on the blue link that reads “Click here to be added as a plan holder”.

The next screen prompts you to enter your company information.

If you're already in the eBidboard database (that is, if you're an eBidboard subscriber, or if you have downloaded the plans and project manual for some other project posted to eBidboard), you can use the “Lookup” button to retrieve your registration information:

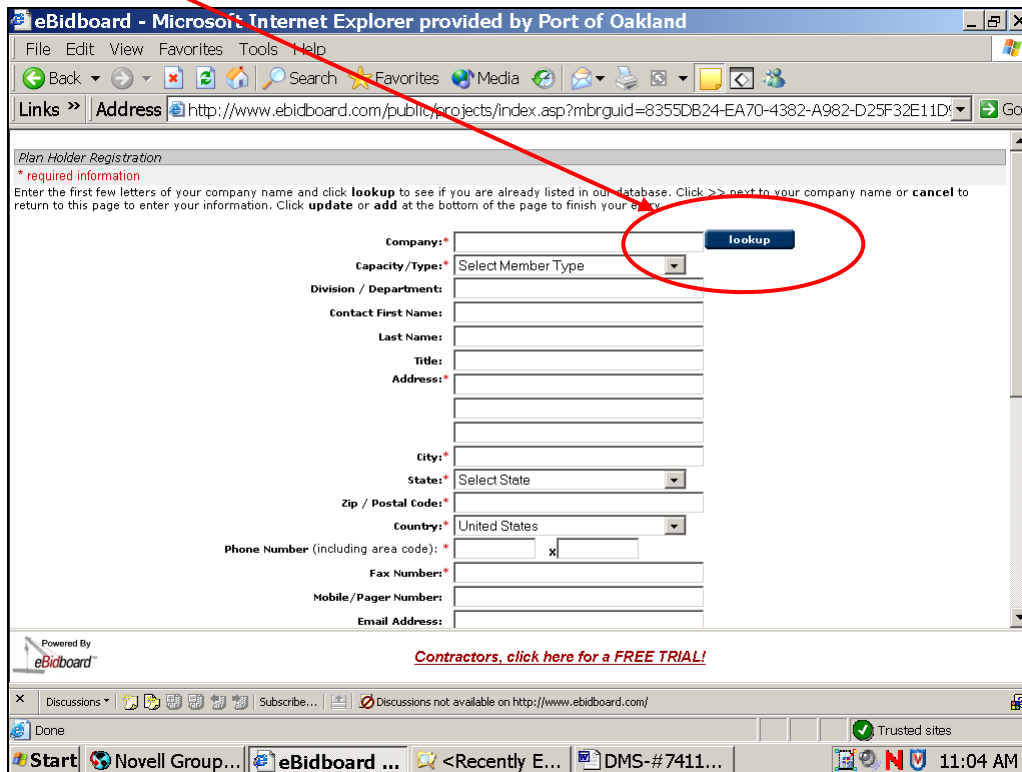


FIGURE 8: HOSTING WEBSITE – PLAN HOLDER REGISTRATION FORM

To use the Lookup button, enter part of your company's name in the "Company" field and click the button. A pop-up window will appear, listing all companies in the eBidboard database with a name similar to the one you entered.

For example, if you enter the word "Port" in the "Company" field, the list shown in Figure 9 (next page) will appear:

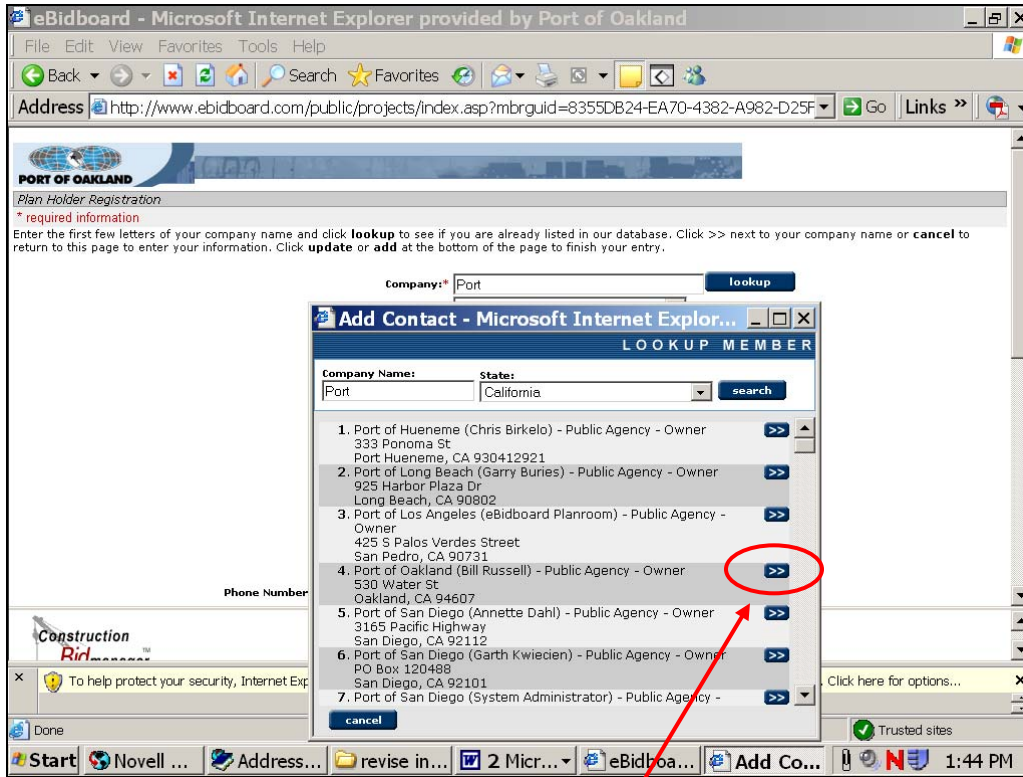


FIGURE 9: HOSTING WEBSITE – LOOK UP COMPANY INFORMATION

When you click on the double-arrow next to your company's name, the eBidboard database record for your company will be displayed, as shown in Figure 10, below. If the information is correct, click the "Accept" button.

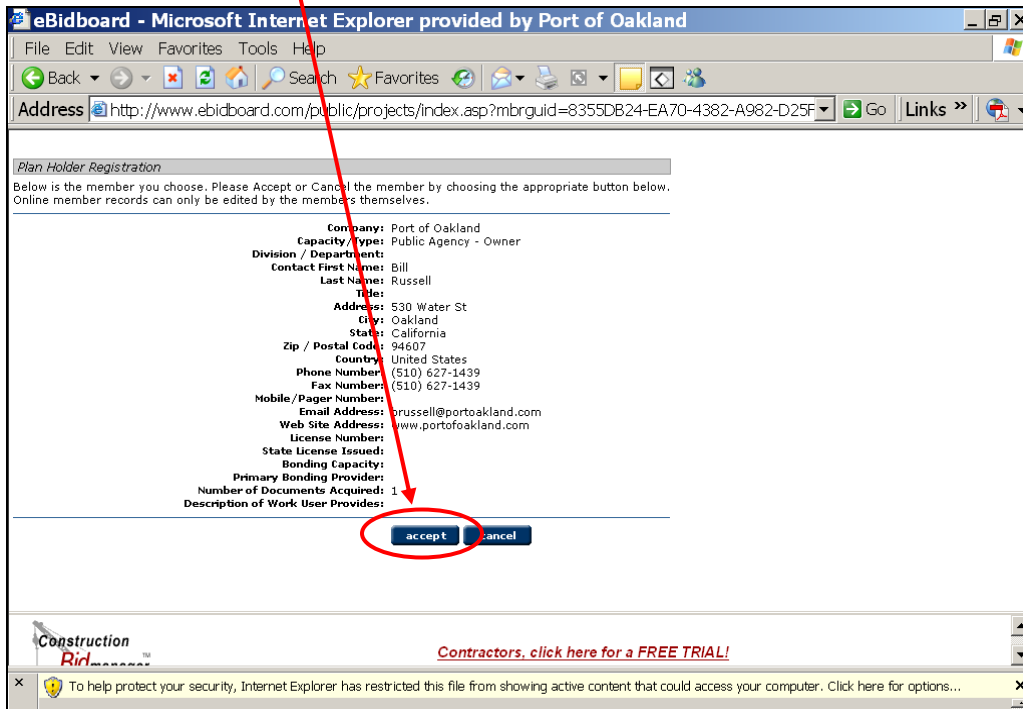


FIGURE 10: HOSTING WEBSITE – REVIEW/CONFIRM COMPANY INFORMATION

If your company is not in the eBidboard database, enter all of the required information in the Plan Holder Registration Form shown in Figure 8, above. **Note that the fax number and/or email address you enter when you register as a plan holder will be the destination(s) to which the Port will send addendum notifications.**

When you have entered all of the required information, scroll down to the bottom of the Plan Holder Registration Form and click on the “Add” button.

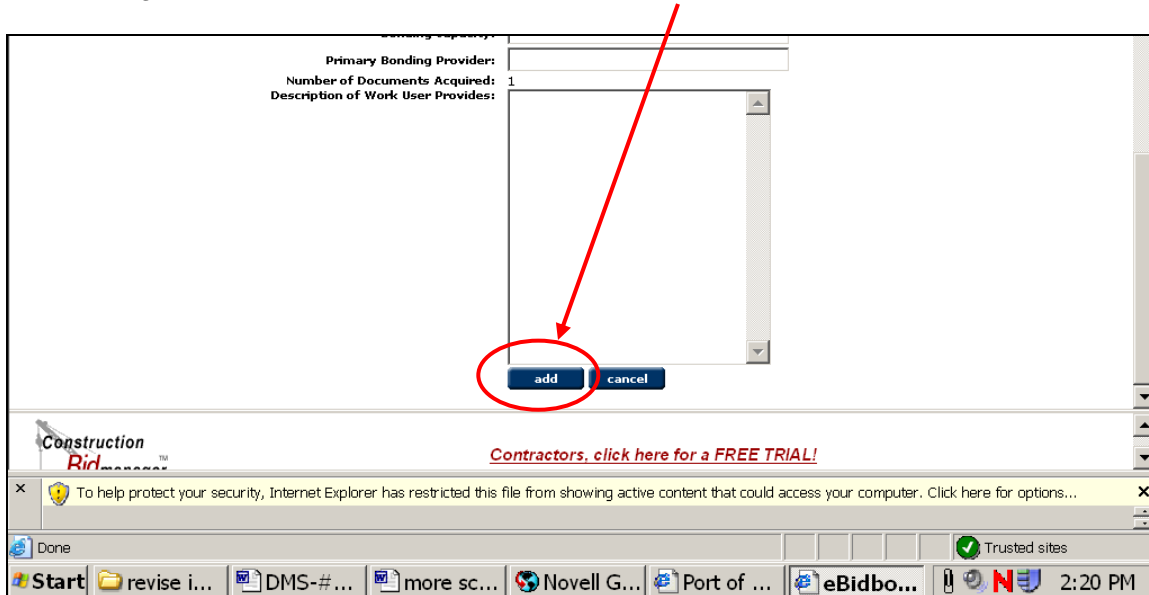


FIGURE 11: HOSTING WEBSITE – ADD NEW COMPANY TO DATABASE

(IV) DOWNLOADING PLANS AND SPECIFICATIONS

When you have completed the registration process described above, you will be taken to the document download page, as shown below. The documents are downloaded from the links in the *second* column, headed “File Name”.

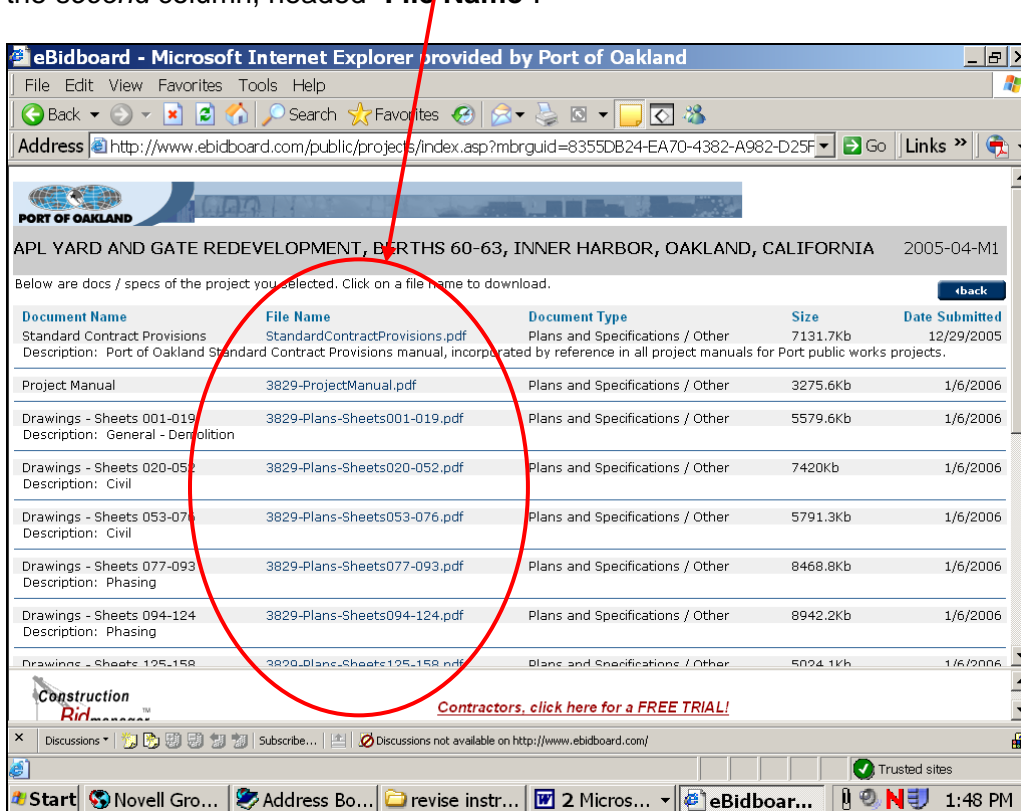


FIGURE 12A: HOSTING WEBSITE – DOCUMENT DOWNLOAD PAGE

There are two ways to download a file from the document download page.

(1) By double-clicking on a file name, you can open the corresponding document in your web browser's Acrobat plug-in window [not shown herein]. Once the document has opened, you can save it to your hard drive by clicking on the "Save a Copy" button in the plug-in window. However, it may take some time for the document to open in the browser's plug-in window; we do not advise using this method if you have a slow Internet connection.

(2) The easiest way to download a file is to *right-click* on the file name (instead of double-clicking) and select "**Save Target As...**" from the pop-up menu, as shown below:

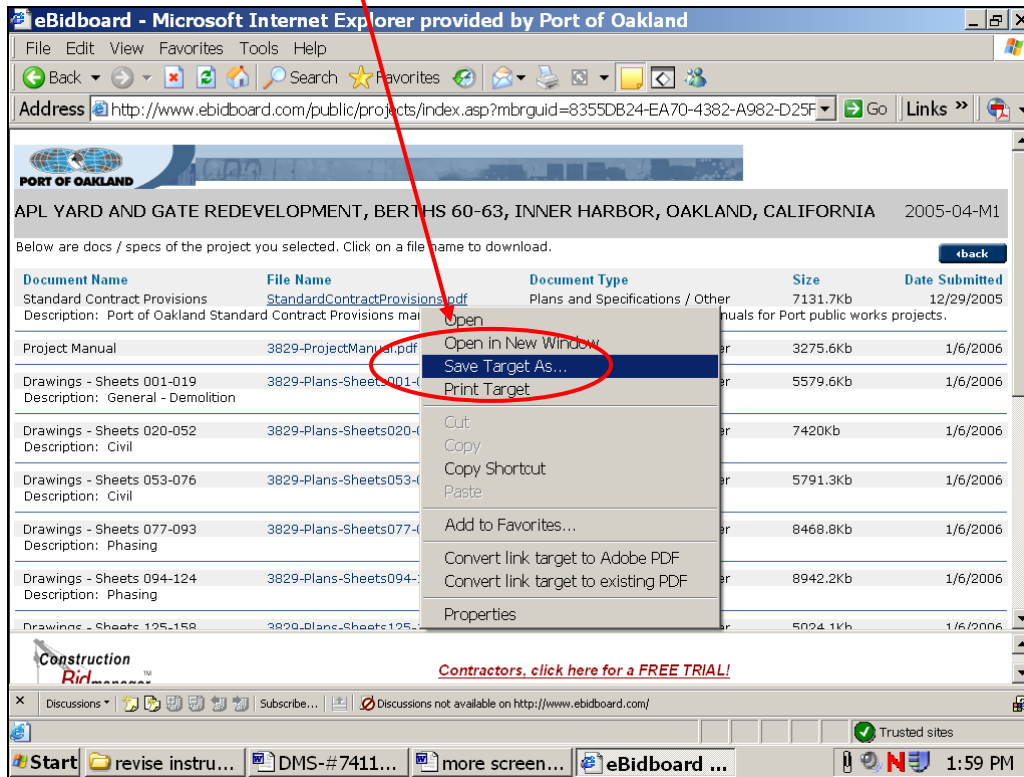


FIGURE 12B: HOSTING WEBSITE – DOCUMENT DOWNLOAD PAGE

When you use the "Save Target As..." command to download the file to your hard drive, the download will run in the background; it won't tie up your PC.

You only need to complete the registration process once for each project. If you need to return to the hosting website at a later date to re-download any of the project documents, or to download any documents that you skipped on your first visit, you will find that your company name now appears on the project plan holder list page shown in Figure 7, above, and (as noted in Figure 7) you will be able to proceed directly to the download page by clicking on the double-arrow next to your company's name.

(V) ADDENDA / BID RESULTS / CONTRACT AWARD INFORMATION:

Addenda

As noted in passing above, all addenda are posted to the hosting website. When you receive fax (or e-mail) notification that an addendum has been issued, simply follow the procedure described in Section I to navigate back to the document download page shown in Figures 12a and 12b.⁴ The newly-issued addendum will appear at the bottom of the list. (For some projects,

⁴ Unless you're an eBidboard subscriber, you can't access the addenda directly via the eBidboard website; you have to use the links on the Port website to navigate to eBidboard.

the Project Engineer will issue a “Log of Responses to Bidder Questions”; this document will also be posted to the hosting website, and you will receive fax/e-mail notification.)

Bid Results

The bid results for recent bids (including bid totals, line items, and subcontractor lists) are posted to the hosting website. Bid results can be accessed via a **link** on the “Bids/RFPs/RFQs” page of the Port website.

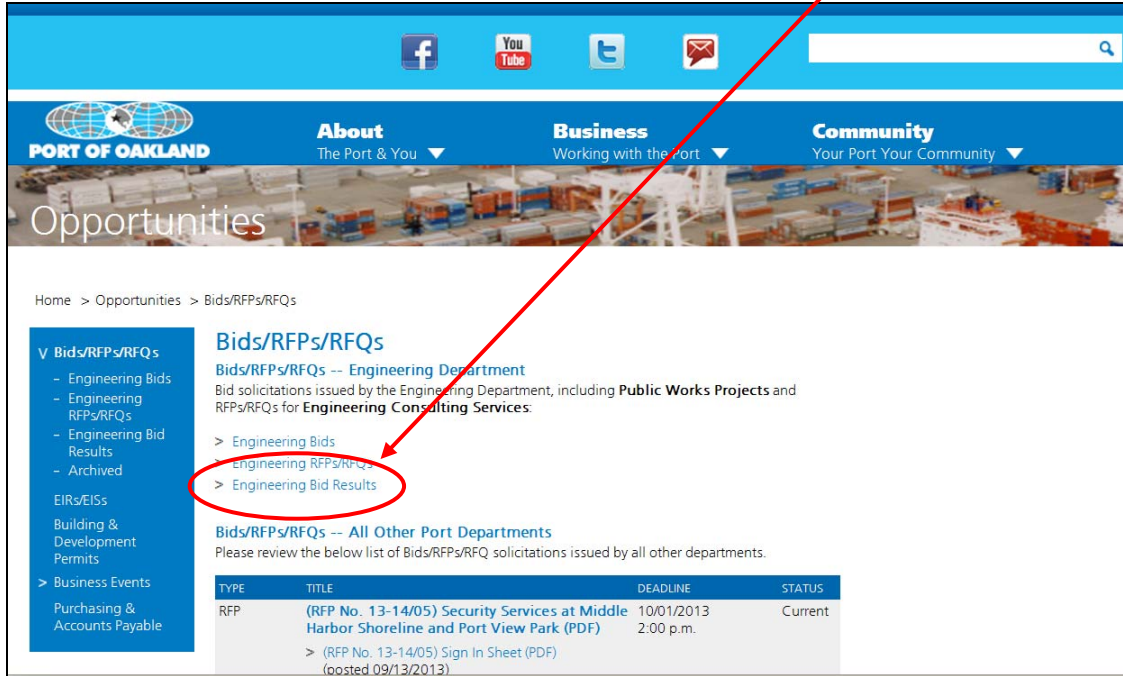


FIGURE 3B: PORT WEBSITE – “BIDS/RFPs/RFQs” PAGE [RECENT BID RESULTS]

The above link will take you to the “Bid Results” page, shown below, from which you can access the bid results posted on the hosting website:

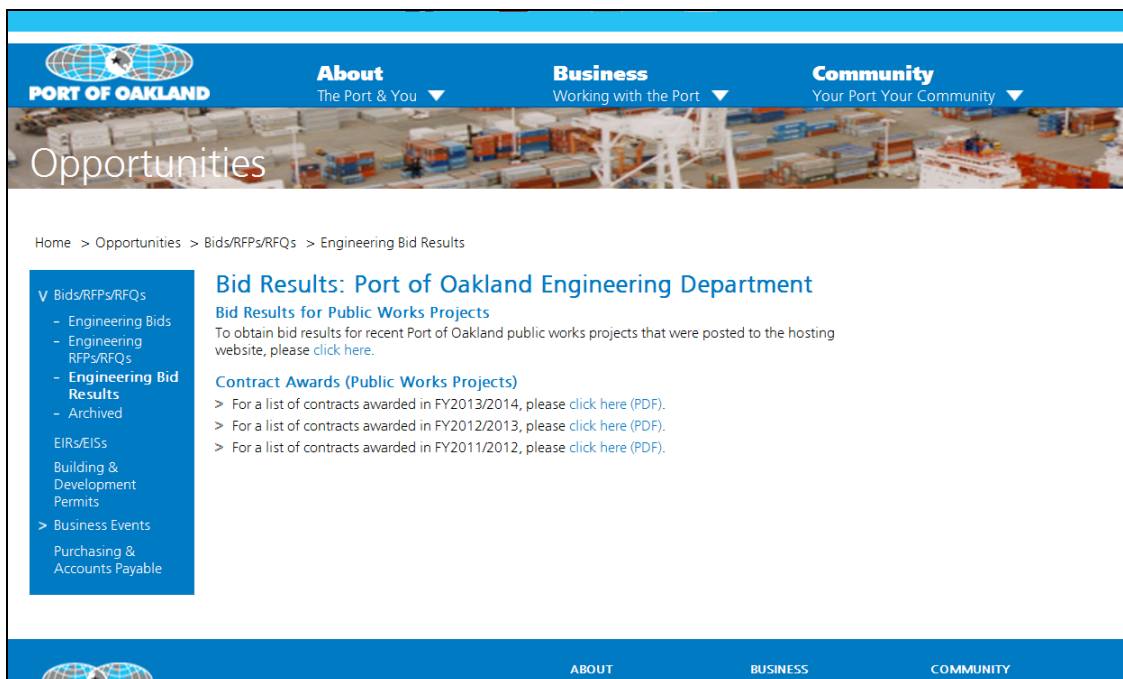


FIGURE 14: PORT WEBSITE – “BID RESULTS” PAGE

Bid results are normally posted within a few days of bid opening date (after any arithmetical errors in the bid forms have been corrected). There are a couple of exceptions: (a) for projects earmarked for Small Business Enterprises, bid results may not be posted for a week or more (in order to confirm the SBE status of the bidders); and (b) for percentage markup maintenance contracts, the bid results may not be posted at all. If you do not see bid results for a particular project within a week of bid opening, feel free to contact Bill Russell at the number/email address below for an update on the status of the bids.

Contract Award Information

As you can see from the screen shot of the “Bid Results” page (Figure 14), reports listing contract awardees for all public works contracts awarded within the current fiscal year and the previous fiscal year are available for download in pdf format. (Right-click the pertinent download link and use “Save Target As...”) The current FY contract awards list is normally updated whenever another contract is awarded, and within a week or less of the contract award date.

Need help?

If you experience any technical problems in downloading, you can reach the eBidboard customer support line at:

1.800.479.5314 or **1.858.643.9050**

Also, please feel free to contact Bill Russell at **510.627.1439** or brussell@portoakland.com with any questions or feedback.

DOWNLOADING RFPs / RFQs [Engineering Consulting Services]

In addition to bidding documents for Port of Oakland public works projects, Requests for Proposals and Requests for Qualifications that originate with the Port’s Engineering Department are also posted to the eBidboard website.

The Engineering RFP/RFQ page of the Port website can be accessed via the Bids/RFPs/RFQs page by selecting “**Engineering RFPs/RFQs**”.

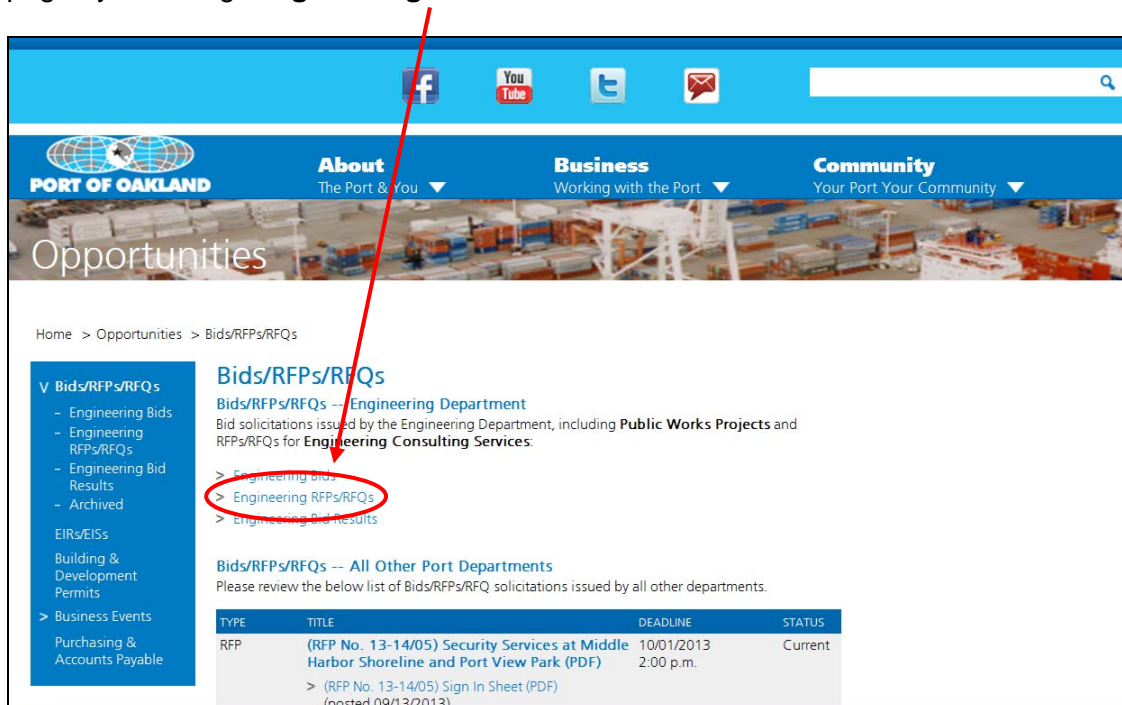


FIGURE 3C: PORT WEBSITE – “BIDS/RFPs/RFQs” PAGE [RFP/RFQ LINK]

Note that any **Bids, RFPs and RFQs issued by other Port departments** will be posted at the bottom of the Bids/RFPs/RFQs web page shown in Figure 3c. Digital distribution of these RFPs/RFQs is handled by the consultant who maintains the Port website, not by eBidboard. Distribution of the documents will not necessarily be tracked, and you will not necessarily receive fax/e-mail notification of addenda; the exact details of the digital distribution system are determined by the arrangements made between the issuing department and the Port's web consultant. If you have any questions about distribution of these documents, please contact the issuing department.

The screen shot below shows the RFP/RFQ page of the eBidboard website (which opens when you click the "Engineering RFPs/RFQs" link shown above in Figure 3c):

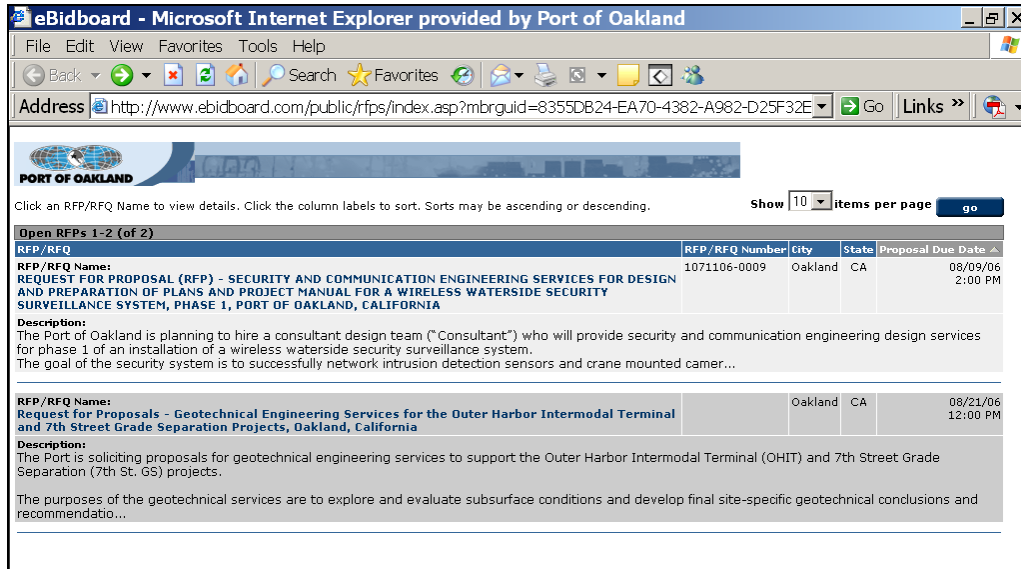


FIGURE 14: HOSTING WEBSITE – RFP/RFQ PAGE

The process of registering as a "plan holder" for an RFP or RFQ and downloading documents is identical to the process for registering/downloading bidding documents for public works projects, (as described in Sections II – IV, above), with one exception:

When you get to the eBidboard download page, the **document download links** will be in the **first** column, not the second column.

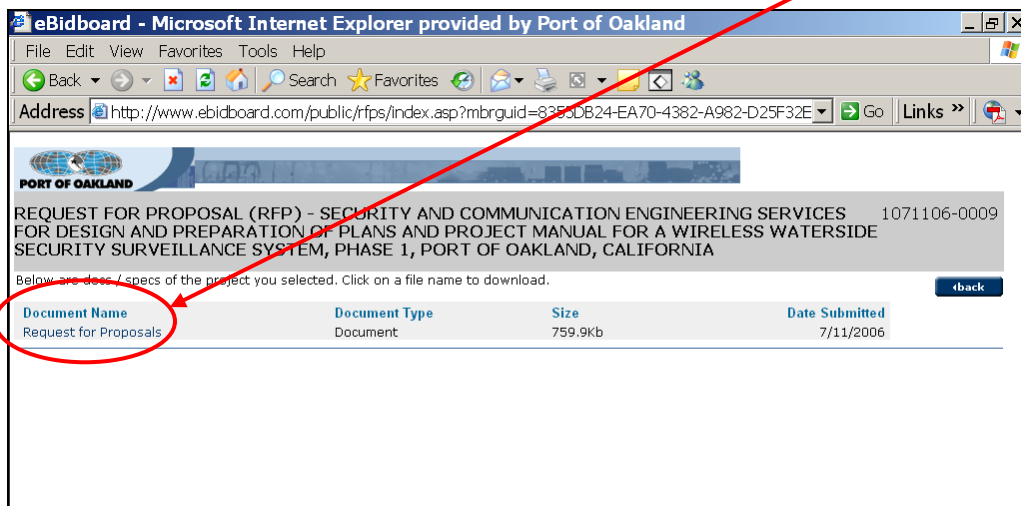


FIGURE 15: HOSTING WEBSITE – RFP/RFQ DOWNLOAD PAGE