

HQ DoDEA Bid Option Approval Form Instructions

Applicability:

1. The Project Delivery Team (PDT) is required to utilize this form to report and seek approval for all potential bid options on all DoDEA MILCON projects.

Process:

1. Concurrent with the 65% design phase for all DoDEA Americas and DoDEA Pacific projects, the PDT is required to submit all potential bid options for preliminary review and approval. Concurrent with the 35% design phase for all DoDEA Europe projects, the PDT is required to submit all potential bid options for preliminary review and approval. Projects that preceded the publication of this form that are beyond 65% in design are not required to obtain preliminary approval of the bid options but still must have PDT concurrence and are required to obtain final approval during the Pre-Final Design Submission.
2. At the 65% design phase (35% for DoDEA Europe), the contracted A/E shall submit potential bid options to the PDT for their review and approval. Once the PDT has determined that the bid options are acceptable, the Construction Agent PM will begin the approval documentation by documenting their concurrence on the form. The form will subsequently be sent in priority order to the DoDEA Area Office PM, Design Center PM, and HQ DoDEA Facilities Branch for preliminary approval.
3. Repeat process number 2 above for the Pre-Final Design Submission.
4. After HQ DoDEA Facilities Branch has signed and granted final approval, a copy of the options and approval will be sent to the PDT for execution and records documentation.

Form Instructions:

1. Append a PDF copy of the proposed bid option list to the bid option approval form (the list of options should NOT be provided as a separate attachment). The option list should include the cost of each option, and the form should indicate the CWE of the project with and without all options in relation to the Program Amount.
2. Fill in the Project Number, Project FY/Title, and Installation fields on the form.
3. For each of the form approval blocks, populate all of the fields in the following sequential order:
 - a. Printed Name
 - b. Concur Yes/No (pick from dropdown menu)
 - c. Date
 - d. Comments
 - e. Digital signature
4. Once the digital signature has been signed all other fields in the approval block that correspond with the signature will be locked as read only to protect the integrity of the form.