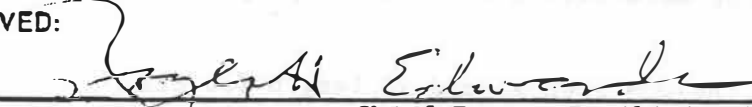


TO:  <b>SUPERSEDED BY EI 88-030 EFFECTIVE 8/19/88</b>	<b>ENGINEERING INSTRUCTION</b> NEW YORK STATE DEPARTMENT OF TRANSPORTATION
Distribution:                      30 Main Office                      32 Regions                      34 Special	SUBJECT:    CONSTRUCTION CONTRACT ADVERTISING  Subject Code: 7.26-1
APPROVED:  R. H. EDWARDS, Deputy Chief Engr., Facilities Design Div.	Code:    EI 87-19 Date:    6/29/87 Supersedes:

Contract advertisements must provide enough time for bidders and suppliers to determine estimated costs of work to be performed. Guidelines are presented below.

AD LENGTH

PROJECT PARAMETERS

6 Weeks

Engineers Estimate over \$8,000,000. Complex projects (Examples: unusual designs, alternate bridge designs, several stages utilized in traffic control plans).

5 Weeks

Engineers Estimate \$4,000,000 to \$8,000,000.

4 Weeks

Engineers Estimate under \$4,000,000.

Judgment must be exercised in application of these guidelines. For example, a ten-mile freeway resurfacing contract would probably exceed the 4 week advertisement parameter, yet would not be materially more difficult to estimate than a similar project half as long. Another example would be contracts where special expertise is required, as in comfort station construction with associated plumbing, HVAC and electrical specialties. In such cases, the longer advertisement would be used if the plans were progressed to print in time, in keeping with the Department's intent to lengthen advertisements, where feasible to do so, beyond the existing four week ad "standard".

Preliminary  
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Shorter ad lengths (three weeks or less) will require executive management approval as exceptions to this policy and will be limited to small, non-complex projects and "quick award" contracts let pursuant to MAP 7.1-7-3 in response to emergency situations, such as storm erosion imperiling bridge foundations. FHWA's approval - obtained by the Final Plan Review Bureau - is needed for advertising federal-aid projects for less than three weeks.

The PS&E transmittal memo shall include recommended ad length for all contracts and must include justification for ad lengths requiring executive management approval. (PS&E transmittal memos are to be copied additionally to the Office of Engineering and Program Planning and Management Group for the latter contracts.)

Highway letting schedule PS&E deadlines are to be followed. If a project is to be advertised for six weeks or longer, or three weeks or less, PS&E submission and printing dates will be affected accordingly.