



## Background

- Lettings for highway projects occur on Thursdays at 10am.
- Lettings for non-highway projects occur on Fridays at 10am.
- Additional letting dates may be added to the schedule as necessary. These special letting dates will be established by the Office of Contract Sales & Estimating.

## Guidelines

- Any projects added to the program or deviations from the standard letting process criteria (e.g., 12 Week process instead of 18 Week process) must be approved by the Office of Contract Sales & Estimating prior to programming the project in Ellis.
- Any changes to project letting dates after the lockdown process is completed by the Division of Planning in January of each year must be approved by the Office of Contracts Sales & Estimating.
- Milestones that occur on a weekend or holiday fall back to the previous business day.
- Incomplete or late plan packages may be rescheduled to a future letting.
- Notify DOT CEN Contracts PlanSubmittal, [CEN.Contracts.PlanSubmittal@dot.ohio.gov](mailto:CEN.Contracts.PlanSubmittal@dot.ohio.gov) of the plan filing or pre-addenda and DOT Prebid, [Prebid@dot.ohio.gov](mailto:Prebid@dot.ohio.gov) of addenda.
- Do not email any revised sheets to individuals in Office of Contract Sales & Estimating.
- The timeframe to submit pre-addenda is between the “Plan Package Submitted” and “Engineer’s Estimate & Funding Deadline” milestones. All pre-addenda must be coordinated with the Office of Contract Sales & Estimating to determine eligibility for submittals.
- The timeframe to submit addenda is between the “Engineer’s Estimate & Funding Deadline” and three days prior to the “Letting” milestones. All addenda must be coordinated with a prebid coordinator.
- A project may be delayed to the next scheduled letting if an addendum is issued later than 12pm three business days prior to the scheduled letting.
- If an advertised project is delayed more than once, it will likely be deferred.
- Each year in September, the federal government’s accounting system is shut down for fiscal year-end reconciliation. Therefore, adjustments to the letting process milestones will be made and notice of the changes will be sent by the Office of Contract Sales & Estimating to districts as soon as possible.
- All Design-Build projects must be reviewed five weeks prior to submitting plan packages to the Office of Contract Sales & Estimating

## Letting Processes

### Standard (12 Weeks)

- Federal Exempt or State-Only
- Construction Value < \$10M

### Extended (18 Weeks)

- PoDI/PoCI, Federal Exempt, or State-Only
- Construction Value > \$10M
- Prebid Meeting Optional
- All Design-Build Scopes must be reviewed by the Office of Alternative Project Delivery prior to Plan Package Submittal as shown on the Letting Schedules.

### Emergency Type A

- File projects as soon as possible.
- Projects will be expeditiously processed by the Office of Contract Sales & Estimating once they are filed.

### Emergency Type B, C & Expedited Delivery Projects

- Projects must be coordinated with the Office of Contract Sales & Estimating prior to being filed.
- Projects will be expeditiously processed once they are filed and scheduled in the earliest available letting.

### Churned Projects

- Project Churn is any schedule change to the locked program (i.e., added, modified, removed projects).
- The Office of Contract Sales & Estimating manages ODOT-Let project lettings (sales) post-lockdown.
- Do not make any schedule changes for the current fiscal year in Ellis outside of the churn process.
- Do not update Ellis with new letting dates until you receive confirmation from the Office of Contract Sales & Estimating.
- If a proposed sale date is not available, it will not be shown on the form.
- You may continue to request expedited delivery of projects outside of this new process. However, please expedite projects as a last resort (e.g., critical projects that are not considered an emergency).
- All emergency projects are exempt from the churn process and will be expedited on an individual basis.
- Vince Rapp and Natasha Turner in the Division of Planning can assist with questions regarding scheduling in future fiscal years.

### Reservoir Projects

- Guidelines forthcoming

## State Project Numbers

State project numbers are six digits in length. The first two digits in a Project Number designate the calendar year the project is awarded. The third digit is a coding system as shown in the following table. The last three digits are sequential numbers assigned to each project type. For example, project “200240” means it is the 240<sup>th</sup> “standard” construction project awarded in 2020.

ODOT State Project Number Coding System		
Project Number	Project Type	Special Notes
YY0XXX	Standard Construction Projects	-
YY1XXX	Not Used	-
YY2XXX	Non-Highway Projects	ODOT Bidder Prequalification Not Necessary
YY3XXX	Design-Build Projects	-
YY4XXX	Small Business Enterprise Projects	-
YY5XXX	Type B Emergency Projects	-
YY6XXX	Not Used	-
YY7XXX	Type C Emergency Projects (Federally / State Funded)	-
YY8XXX	Expedited Delivery Projects	Minimum Advertising Time Allowable
YY9XXX	Type A Emergency Projects	Advertising Not Required

## Supplemental Specification 800 Date (800 Spec. Date)

The “Applicable 800 Spec.” dates shown on the letting schedules reflect the quarterly publication date of the Construction and Material Specification book revisions. This applicable 800 specification date must appear on the Title Sheet. Once the quarterly dates have been established, they will be added to future letting schedules.

## Letting Process Primary Contacts

### Office of Contract Sales & Estimating-Contract Letting Services (Proposal Preparation, Advertising, Bidding)

Dan Stacy                      Letting Manager                      (614) 466-8691      [Dan.Stacy@dot.ohio.gov](mailto:Dan.Stacy@dot.ohio.gov)

### Office of Contract Sales & Estimating-Plans, Specifications, & Estimates (Funding)

Scott Newhouse              Funding Manager                      (614) 387-2317      [Scott.Newhouse@dot.ohio.gov](mailto:Scott.Newhouse@dot.ohio.gov)  
Katie Beth Jackson          Funding Analyst                      (614) 387-4245      [Katherine.Jackson@dot.ohio.gov](mailto:Katherine.Jackson@dot.ohio.gov)  
Helene Ware                  Funding Analyst                      (614) 466-2346      [Helene.Ware@dot.ohio.gov](mailto:Helene.Ware@dot.ohio.gov)

### Office of Contract Sales & Estimating-Construction Cost Estimating & Analytics (Engineers' Estimates & Bid Analysis)

Joe Anthony                  Scheduling & Estimating Manager      (614) 644-6396      [Joseph.Anthony@dot.ohio.gov](mailto:Joseph.Anthony@dot.ohio.gov)

### Office of Contract Sales & Estimating-Business Intelligence (GenSum Import)

Justin Hickey                  Process Support                      (614) 466-2255      [Justin.Hickey@dot.ohio.gov](mailto:Justin.Hickey@dot.ohio.gov)

### Office of Alternative Project Delivery (Design-Build Scope Review & Prebid)

Eric Kahlig                      Administrator                      (614) 687-2406      [Eric.Kahlig@dot.ohio.gov](mailto:Eric.Kahlig@dot.ohio.gov)  
Chase Wells                      Prebid Manager                      (614) 466-4789      [Prebid@dot.ohio.gov](mailto:Prebid@dot.ohio.gov)  
Neal Cropper                      Prebid Coordinator (Districts 1- 6)      (614) 275-1363  
Scott Hootman                      Prebid Coordinator (Districts 7 - 12)      (614) 387-3207

## Revision History

### November 2016 Revisions

- Added the applicable supplemental specification 800 dates to the 2017 and 2018 letting schedules.

### December 2016 Revisions

- Moved the March 16, 2017 letting to March 30, 2017
- Moved the March 30, 2017 letting to April 6, 2017
- All milestones for these two lettings remain as originally scheduled. Only the letting dates change.
- The June 8, 2017 letting is in the first quarter of fiscal year 2018. All 2017 schedules have been updated.
- Added guidelines for Emergency Type A projects.
- Revised the guidelines for Emergency Type B and C, reservoir, and expedited delivery projects.
- Revised all 2018 letting schedules: eliminated the January 18 letting, added January 11 and 25 lettings.
- Revised language throughout document: “Late Submittal” will now be referred to as “Expedited Delivery” projects.

### April 2017 Revisions

- Revised the following 2019 letting dates:

2019 Letting Date Revisions	
Original Letting Date	Current Letting Date
January 17	January 10
January 31	January 24
February 7	January 31

### May 2017 Revisions

- Revised the fiscal quarters for the 2018 and 2020 letting schedules
- Formatting updates

### August 2017 Revisions

- Added new guidelines on page 1, (“Any deviations from the standard letting process...” and “Each year in September...”)
- Corrected the Supplemental Specification Implementation Dates on the 2018 Letting Schedules

### October 2017 Revisions

- Corrected letting process durations for all processes and all years

### January 2018 Revisions

- Added the Supplemental Specification Implementation Dates to the 2019 and 2020 Letting Schedules
- Customized Supplemental Specification Implementation Dates for all Letting Schedules

### November 2018 Revisions

- Revised the Plan Package Submittal email address on Page 1
- Revised Contacts on Page 5
- Updated Guidelines on Page 1

## December 2018 Revisions

- Eliminated January 16, 2020 and January 30, 2020 Lettings
- Added January 23, 2020 Letting

## January 2019 Revisions

- Revised emergency process instructions on Pages 3 & 4
- Added new letting process instructions on Page 4

## February 2019 Revisions

- Revamped all letting schedules. Milestones internal to the Office of Contract Sales & Estimating are no longer shown. Districts must contact the Office Contract Sales & Estimating prior to submitting pre-addendum revisions.
- Created 2021 & 2022 preliminary letting schedules (Letting dates subject to change)
- Starting in CY2021, it is proposed to only use two letting processes: Standard (Formerly 8 Week and 12 Week processes) and Extended (Formerly 18 Week, 18 Week DB, and 24 Week DB processes). Meetings and details to follow.

## July 2019 Revisions

- Added 2021 & 2022 letting schedules
- Revised SS800 indicators
- Corrected fiscal year indicators
- Revised contacts page

## October 2019 Revisions

- Removed the October 8, 2020 letting and October 22, 2020 lettings
- Added the October 1, 2020 and October 15, 2020 lettings

## November 2019 Revisions

- Removed the January 21, February 4, February 18, March 4, and March 18, 2021 lettings
- Added the January 14, January 28, February 11, February 25, and March 11, 2021 lettings

## February 2020 Revisions

- Minor revisions throughout document.
- Revised office and personnel titles due to a change in organizational structure.
- Numerous letting instructions were clarified.

## March 2020 Revisions

- Revised State Project Numbering Guidelines
- Added Sections for forthcoming Reservoir & Churned Project Guidelines

## October 2020 Revisions

- Updated Plan Package Submitted Milestones starting with the September 16, 2021 letting (Standard Process) and the November 18, 2021 letting (Extended Process)
- Revised Calendar Year 2022 Letting Dates and Milestones
- Added Churn Guidelines
- Revised Contacts

## January 2021 Revisions

- Removed 2020 Standard & Extended Letting Schedules
- Added draft Plan Package Document Requirements guidelines.

## March 2021 Revisions

- Rescinded the Plan Package Document Requirements guidelines.

## 2021 ODOT Standard Letting Process

Applicable 800 Spec.					Fiscal Year   Quarter
	Plan Package Submitted	Estimating Deadline	Letting	Award	
10/16/20	10/19/20	11/23/20	01/14/21	01/25/21	FY21   Q3
	11/02/20	12/07/20	01/28/21	02/08/21	
	11/16/20	12/21/20	02/11/21	02/22/21	
01/15/21	11/30/20	01/04/21	02/25/21	03/08/21	FY21   Q4
	12/14/20	01/18/21	03/11/21	03/22/21	
	01/04/21	02/08/21	04/01/21	04/12/21	
	01/18/21	02/22/21	04/15/21	04/26/21	
	02/01/21	03/08/21	04/29/21	05/10/21	FY21   Q4
	02/15/21	03/22/21	05/13/21	05/24/21	
	03/01/21	04/05/21	05/27/21	06/07/21	
	03/22/21	04/26/21	06/17/21	06/28/21	
04/16/21	04/05/21	05/10/21	07/01/21	07/12/21	FY22   Q1
	04/19/21	05/24/21	07/15/21	07/26/21	
	05/03/21	06/07/21	07/29/21	08/09/21	
	05/17/21	06/21/21	08/12/21	08/23/21	
	05/31/21	07/05/21	08/26/21	09/06/21	
	06/14/21	07/26/21	09/16/21	09/27/21	
07/16/21	06/28/21	08/09/21	09/30/21	10/11/21	FY22   Q2
	07/12/21	08/23/21	10/14/21	10/25/21	
	07/26/21	09/06/21	10/28/21	11/08/21	
	08/16/21	09/27/21	11/18/21	11/29/21	
	08/30/21	10/11/21	12/02/21	12/13/21	
10/15/21	09/13/21	10/25/21	12/16/21	12/27/21	



## 2021 ODOT Extended Letting Process

Applicable 800 Spec.	Plan Package Submitted	Estimating Deadline	Letting	Award	Fiscal Year   Quarter
10/16/20	09/14/20	10/26/20	01/14/21	01/25/21	FY21   Q3
	09/28/20	11/09/20	01/28/21	02/08/21	
	10/12/20	11/23/20	02/11/21	02/22/21	
	10/26/20	12/07/20	02/25/21	03/08/21	
	11/09/20	12/21/20	03/11/21	03/22/21	
01/15/21	11/30/20	01/11/21	04/01/21	04/12/21	FY21   Q4
	12/14/20	01/25/21	04/15/21	04/26/21	
	12/28/20	02/08/21	04/29/21	05/10/21	
	01/11/21	02/22/21	05/13/21	05/24/21	
	01/25/21	03/08/21	05/27/21	06/07/21	
	02/15/21	03/29/21	06/17/21	06/28/21	
04/16/21	03/01/21	04/12/21	07/01/21	07/12/21	FY22   Q1
	03/15/21	04/26/21	07/15/21	07/26/21	
	03/29/21	05/10/21	07/29/21	08/09/21	
	04/12/21	05/24/21	08/12/21	08/23/21	
	04/26/21	06/07/21	08/26/21	09/06/21	
	05/17/21	06/28/21	09/16/21	09/27/21	
07/16/21	05/31/21	07/12/21	09/30/21	10/11/21	FY22   Q2
	06/14/21	07/26/21	10/14/21	10/25/21	
	06/28/21	08/09/21	10/28/21	11/08/21	
	07/12/21	08/30/21	11/18/21	11/29/21	
	07/26/21	09/13/21	12/02/21	12/13/21	
	08/09/21	09/27/21	12/16/21	12/27/21	

## 2022 ODOT Standard Letting Process

Applicable 800 Spec.	Plan Package Submitted	Estimating Deadline	Letting	Award	Fiscal Year   Quarter
10/15/21	10/11/21	11/22/21	01/13/22	01/24/22	FY22   Q3
	10/25/21	12/06/21	01/27/22	02/07/22	
	11/15/21	12/27/21	02/17/22	02/28/22	
01/21/22	11/29/21	01/10/22	03/03/22	03/14/22	FY22   Q4
	12/13/21	01/24/22	03/17/22	03/28/22	
	12/27/21	02/07/22	03/31/22	04/11/22	
	01/10/22	02/21/22	04/14/22	04/25/22	
	01/24/22	03/07/22	04/28/22	05/09/22	FY22   Q4
	02/07/22	03/21/22	05/12/22	05/23/22	
	02/21/22	04/04/22	05/26/22	06/06/22	
	03/14/22	04/25/22	06/16/22	06/27/22	
04/22/22	03/28/22	05/09/22	06/30/22	07/11/22	FY23   Q1
	04/11/22	05/23/22	07/14/22	07/25/22	
	04/25/22	06/06/22	07/28/22	08/08/22	
	05/09/22	06/20/22	08/11/22	08/22/22	
	05/23/22	07/04/22	08/25/22	09/05/22	
	06/13/22	07/25/22	09/15/22	09/26/22	
07/22/22	06/27/22	08/08/22	09/29/22	10/10/22	FY23   Q2
	07/11/22	08/22/22	10/13/22	10/24/22	
	07/25/22	09/05/22	10/27/22	11/07/22	
	08/08/22	09/19/22	11/10/22	11/21/22	
	08/29/22	10/10/22	12/01/22	12/12/22	
	09/12/22	10/24/22	12/15/22	12/26/22	
10/21/22					

## 2022 ODOT Extended Letting Process

Applicable 800 Spec.	Plan Package Submitted	Estimating Deadline	Letting	Award	Fiscal Year   Quarter
10/15/21	09/06/21	10/25/21	01/13/22	01/24/22	FY22   Q3
	09/20/21	11/08/21	01/27/22	02/07/22	
	10/11/21	11/29/21	02/17/22	02/28/22	
	10/25/21	12/13/21	03/03/22	03/14/22	
	11/08/21	12/27/21	03/17/22	03/28/22	
	11/22/21	01/10/22	03/31/22	04/11/22	
01/21/22	12/06/21	01/24/22	04/14/22	04/25/22	FY22   Q4
	12/20/21	02/07/22	04/28/22	05/09/22	
	01/03/22	02/21/22	05/12/22	05/23/22	
	01/17/22	03/07/22	05/26/22	06/06/22	
	02/07/22	03/28/22	06/16/22	06/27/22	
	02/21/22	04/11/22	06/30/22	07/11/22	
04/22/22	03/07/22	04/25/22	07/14/22	07/25/22	FY23   Q1
	03/21/22	05/09/22	07/28/22	08/08/22	
	04/04/22	05/23/22	08/11/22	08/22/22	
	04/18/22	06/06/22	08/25/22	09/05/22	
	05/09/22	06/27/22	09/15/22	09/26/22	
	05/23/22	07/11/22	09/29/22	10/10/22	
07/22/22	06/06/22	07/25/22	10/13/22	10/24/22	FY23   Q2
	06/20/22	08/08/22	10/27/22	11/07/22	
	07/04/22	08/22/22	11/10/22	11/21/22	
	07/25/22	09/12/22	12/01/22	12/12/22	
	08/08/22	09/26/22	12/15/22	12/26/22	