

Cedar Rapids Public Works Department Standard Operating Procedure



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| Procedure Name: Breakdown by Funding and Recommendation to Award | | Approved By: Doug Wilson | |
| Original Author(s): Jennifer Selby | | Original Date Issued: 02/02/2021 | |
| Date Revised or Reviewed: | Revised or Reviewed by: | Approved By: | |
| Published Locations (manuals/websites/etc.): Project Development and Management Manual – After any revisions to this document, replace the obsolete version stored on this webpage | | | |

Purpose:

To summarize and document the process to provide GL coding and bid breakdown information for Finance department use.

Procedures:

1. The 00300-A Funding and Recommendation to Award (RTA) are tabs in the Project Development Guide.

Refer to template – [Project Development Guide](#)

2. The Project Manager (PM) – either internal or external – typically prepares the breakdown by funding and RTA as soon as possible after the bid opening.
3. The final Project Development Guide will have been saved as “[Contract No] Project Development Guide” in the PROJECT MANUAL subfolder of the project folder. The PM shall open the file and save a copy as “[Contract No] Breakdown by Funding and RTA” in the CONTRACT subfolder of the project folder
4. 300-A Funding tab
 - a. Copy all information contained within a cell that is linked from another tab and paste the information as text.
 - b. Copy the bid prices from the Bid Tab and enter them into the Unit Price column.
 - c. Check that the extended cost matches the bid amount and that there are no errors in the spreadsheet.
 - d. Ensure amounts are rounded to two decimal places for each bid item and project number involved.

5. Rec to Award tab
 - a. Enter low bidder's name in "Awarding to Contractor".
 - b. Utilize the information contained in the 300-A Funding tab to complete the construction expenditures portion of the RTA.
 - c. Work with the Program Manager to determine expenditures other than bid construction costs as well as to determine revenue funding sources.
6. When both tabs are complete, delete all other tabs from the PDG and save the document.
7. Email the document to the Public Works Financial Analyst for their approval. They will advise if the RTA is accurate or if changes are necessary. When approved, email the final approved document to the Construction Contract Coordinator for their use in preparing the council documents to award the project.