



*Florida Department of Transportation*

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SECRETARY

**CONTRACTS ADMINISTRATION BULLETIN 19-01**  
**PROGRAM MANAGEMENT OFFICE BULLETIN 19-01**

DATE: **February 26, 2019**

TO: District Directors of Transportation Operations, District Directors of Transportation Development, District Design Engineers, District Construction Engineers, District Structures Design Engineers, District Maintenance Engineers, District Roadway Design Engineers, District Traffic Operations Engineers, District Program Management Engineers, District Consultant Project Management Engineers, District Materials Engineers, District Project Development Engineers, District Estimators, District Contracts Administrators

FROM: Alan Autry, Manager, Contracts Administration Office

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Stefanie D. Maxwell, P.E., Manager, Program Management Office

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SUBJECT: **Work Class Breakout Percentage Calculations**

In accordance with Section 2 of the *Standard Specifications for Road and Bridge Construction*, bidders must be prequalified to be eligible to bid on construction contracts greater than \$250,000. The Work Class Breakout Percentage Calculations are used to determine who is eligible to bid on each proposal. The Department’s current practice is to exclude certain pay items from these calculations.

**REQUIREMENTS**

This Bulletin highlights changes to the Work Class Breakout Percentage Calculations for advertised proposals. Calculations will now include all available pay items within a proposal, regardless of their Work Class Category affiliation.

**IMPLEMENTATION**

This change is effective for all proposals beginning with March 2019 lettings. No changes are needed from the designer to facilitate this change.

The District or Central Office staff responsible for generating the Work Class Breakout Percentage Calculations will complete the following actions:

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- For proposals for which the Work Class Percentage Report *has not been generated*, process this report with no exclusions.
- For proposals for which the Work Class Percentage Report *has been generated*, a new report will be required with no exclusions. The Contracts Administration Office will evaluate if further action is needed.

## **CONTACTS**

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AA/SDM/jm