

Public Works and Engineering Department Online Bid Sets Website

Frequently Asked Questions

Q1: WHAT IS A 'BID SET'?

A1: A Bid Set is a group of electronic files that provide sufficient information for a contractor to know the method and determine the cost to construct a public works improvement. The types of documents you will find in a bid set varies depending on the type of project being constructed. Every Bid Set will have one or more of the below document types:

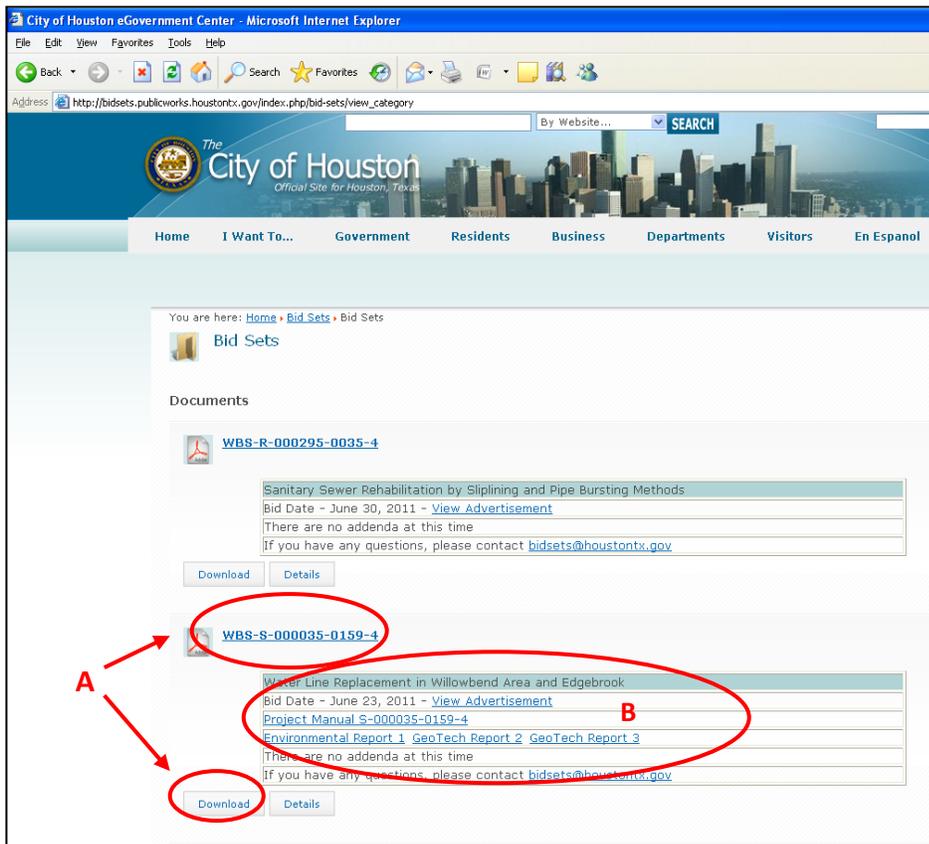
- Advertisement
- Asbestos Report
- Drawings
- Environmental Report
- Geotechnical Report
- Project Manual

Q2: WHERE DO I GO TO DOWNLOAD A BID SET FILE?

A2: Go to this website: <http://bidsets.publicworks.houstontx.gov/>. The 'Main Menu' options are on the left side of the screen.

Q3: HOW DO I DOWNLOAD A BID SET?

A3: Click on the 'Bid Sets' link in the Main Menu or the large 'Continue to Bid Sets' button. You will see the below window:



A. Click on either the WBS Number or the "Download" button to download the project Drawings (or the Project Manual, if there are no drawings). You will be prompted to enter your contact information so the Project Manager can send you any addenda issued before the bid date.

OR

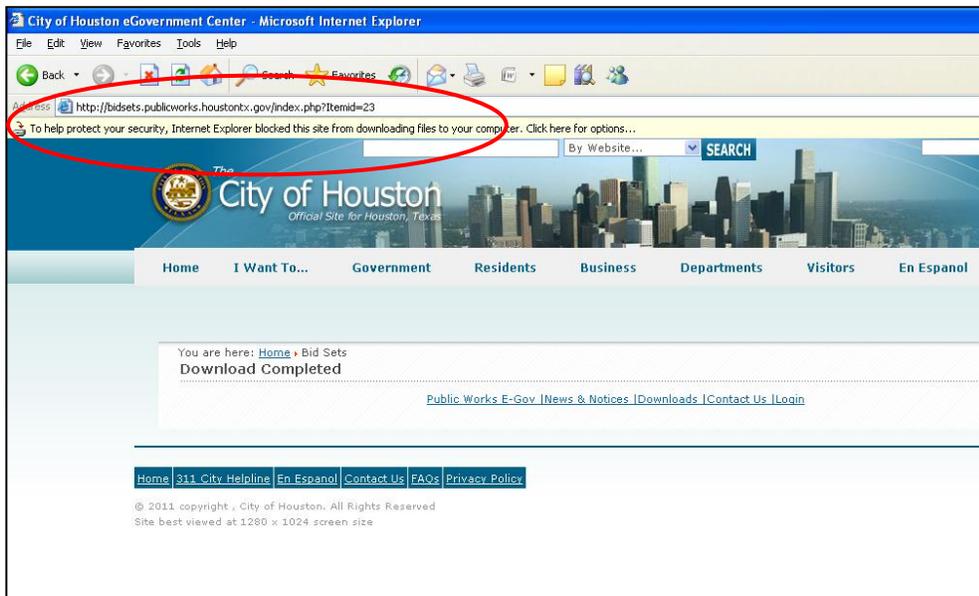
B. Click on one of the other Documents related to that project, including those listed in A1 above.

Q4: WHY DO I NEED TO REGISTER TO DOWNLOAD?

A4: Everyone who downloads a set of Drawings for any project (or the Project Manual, if there are no drawings for the project) is required to complete the Contact form before proceeding with the download. The purpose of this requirement is so the Project Manager will have a Plan Holder List to send out Addenda to everyone who is interested in the project.

Q5: I’VE BEEN THROUGH ALL THE STEPS ABOVE AND THE FILE STILL DOES NOT DOWNLOAD. WHAT AM I DOING WRONG?

A5: Check for a security bar on the top of your browser window, like the notice circled in red in the below screen capture. Click on the security Notice and select “Download File” or “Allow download”. You will then be given the option of where to store the file.



Q6: HOW DO I OBTAIN A LIST OF ALL BIDDERS?

A6: TWO METHODS:

1. BEFORE BID DATE: Use the Plan Holder List:
 - Go to the PWE Bid Sets Main Page: <http://bidsets.publicworks.houstontx.gov/>.
 - Select “Plan Holder List” in the ‘Main Menu’ on the left side of the page.
 - Use the search field to find a specific project and view up-to-the-minute plan holder information. (Note: many “plan holders” do not use their true contact information when reviewing bid set documents. See A4, above, for more info.)
2. AFTER BID DATE: Use the “Received Bids” page of PWE Website:
 - Go to the PWE Bid Sets Main Page: <http://bidsets.publicworks.houstontx.gov/>
 - Select “Bid Results” in the ‘Main Menu’ on the left side of the page.
 - Select “Received” and navigate to the PDF file of the Bid Tabulation for the bid date of your project. (Note: These Bid Results are updated by the Monday following the Thursday bid date.)

Q7: Where on the City of Houston website can I find other information related to the engineering or construction of improvements managed by the Department of Public Works and Engineering?

A7: The Main Menu on the Bid Sets website (<http://bidsets.publicworks.houstontx.gov/>) has links to the following information:

- [Advertisements](#)
- [Addenda for currently advertised projects](#)
- [Bid Results \(tabulations\)](#)
- [Construction Advertisement Forecast](#)

Also, other areas within the City of Houston website has the following information:

- [City of Houston Capital Improvement Plans \(CIP\)](#)
- [Information on the selection of Professional Engineering Services](#)
- [Standard Professional Engineering Services Contracts](#)
- [PWE e-Gov website with many other standard documents, including standard construction specifications](#)