

BHITracker[®]

for External Team Members

Projects Out to Bid

Description: BHI developed BHITracker[®] to provide our clients a consistent and transparent document management platform. This web-based software acts as a central location for all project-related documents and is customizable and scalable. It is user friendly and can be accessed via username and password, allowing documents to be seen at any time by all members of the project team. Projects that use BHITracker[®] have shown proven advancements in communication and aided in document processing and record-keeping, saving our clients time and money. We first introduced BHITracker[®] for use on construction inspection projects. Since then, however, it has evolved and grown into a suite of modules that continues to span a project's lifecycle.

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Source: Bohannon Huston Inc., Advanced Technologies

Additional Resources:

Logging on to BHITracker®

First Time Logging In

If you are part of a team and will be using BHITracker® for the first time, for **Projects in Progress or Projects Under Construction**, you must be invited onto a project by the Project Manager. You will receive an email from BHITracker@bhinc.com that provides a username, password and link to the site that looks like this:

BHITracker Login Information

You have been added as a participant on Bohannon Huston's BHITracker Website. On the site you will find items such as deliverables, design related documents, and project contact information. Please use this website to keep track of project activity.

Your username is: *(first initial, last name)*@bhinc.com

Your password is: *(password)*

To access the web site, [Click Here](#)

If you encounter issues with the site or need assistance, please send an email to BHITracker@bhinc.com.

If you already have a BHITracker® username and password, **for Projects in Progress or Projects Under Construction**, you will be invited onto a project by the Project Manager with an email from BHITracker@bhinc.com that looks like this:

Notification from BHITracker® for

(Project Name)

Added to Project

[Direct Link to \(Project Name\)](#)

Project Type:

(Project Type)

Project Manager:

(Project Manager Name)

BHITracker® Collect. Design. Bid. Build.

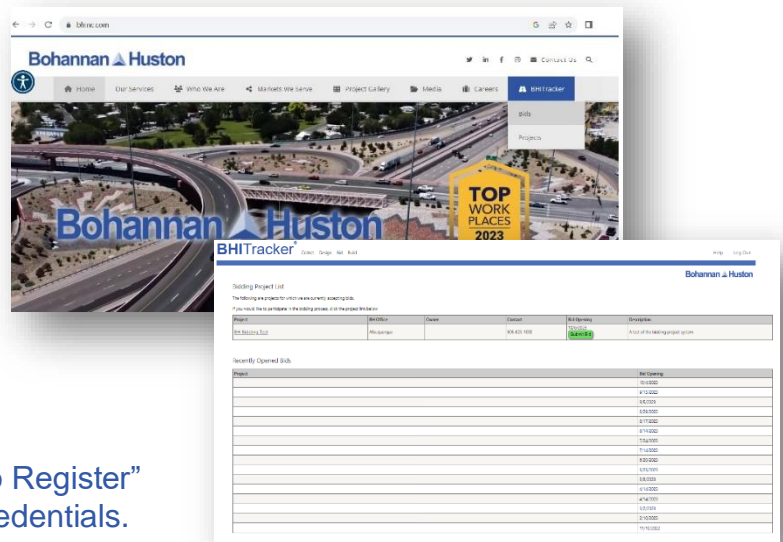
<https://bhitracker.bhinc.com>

For **Projects Out to Bid**, you can log yourself into any open, public projects from the Bidding Project List found at **bhinc.com**.

If you already have a login ID, you can use that for new, public, bidding projects.

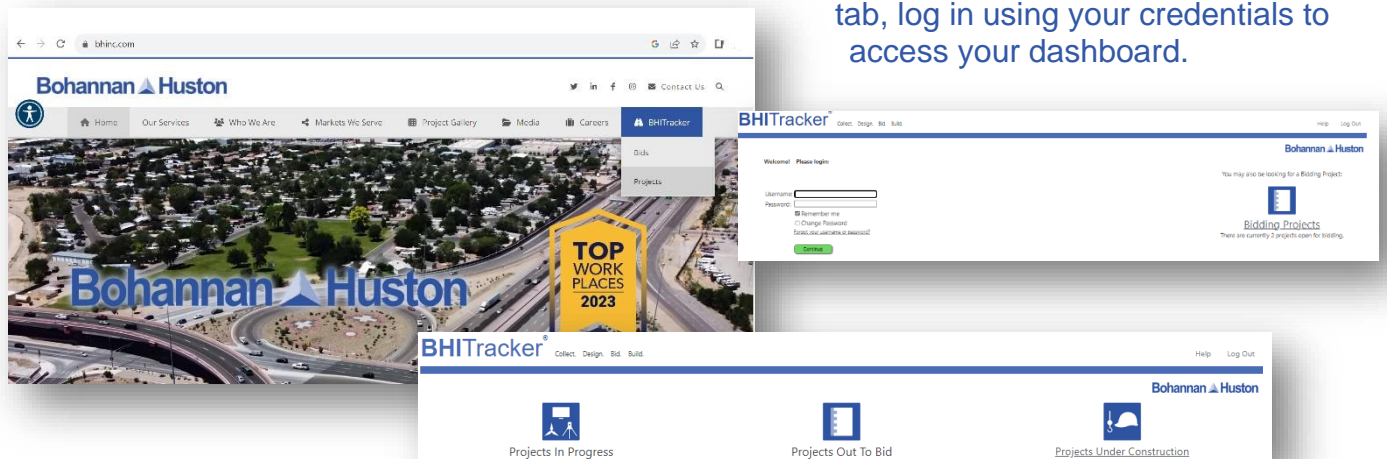
If you do not have a login yet:

1. Select the first project you would like to see.
2. From that login screen, "Click Here to Register" under the login to create your new credentials.
3. Use that to login for any more Bidding projects from the Bidding Project list.

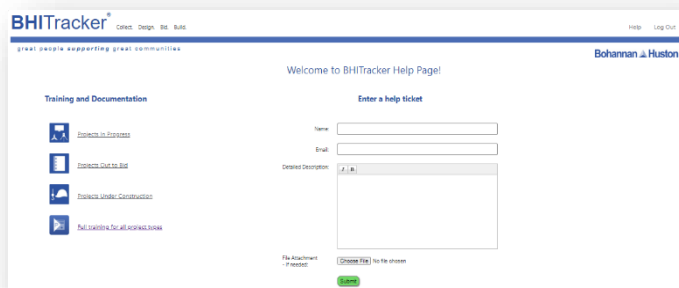


Subsequent Log Ins

If you already have a BHITracker® username, password, and have accessed the tool for **Projects in Progress, Projects Out to Bid or Projects Under Construction**, simply go to **bhinc.com** and under the projects tab, log in using your credentials to access your dashboard.



Along the top ribbon you can navigate to **Help** and **Log Out**. Help will get you to BHITracker® training and documentation. You can also enter a Help Ticket from the page.



While in BHITracker®, anytime you would like to get to your main project list, simply click on the BHITracker® logo.

BHITracker® Project Types

BHITracker® has three primary project types: *Projects in Progress*, *Projects Out to Bid*, and *Projects Under Construction*. This document covers *Projects Out to Bid*.

Projects Out to Bid

The Bidding functionality of BHITracker® satisfies the need to document questions and submit information to Contractors electronically with no delay during the bidding process. A BHITracker® site can be set up for each project that is out to bid so only select bidders can view the information to limit access to project information to selected bidders.

The projects listed under “Projects Out to Bid” have three tabs*:

- Questions
- Contract Documents
- Bidders List

* If the project is accepting bids online through BHITracker®, there will be a fourth tab called Submit Bid

Questions

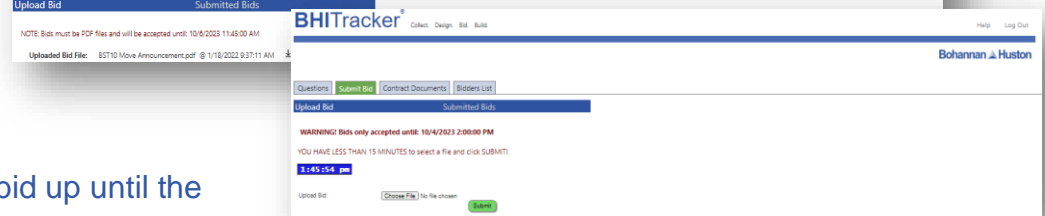
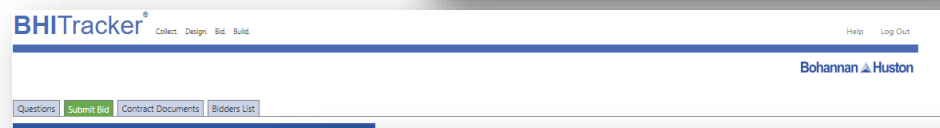
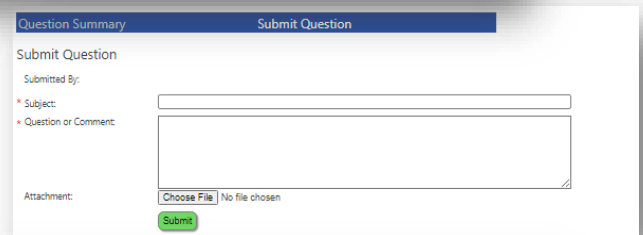
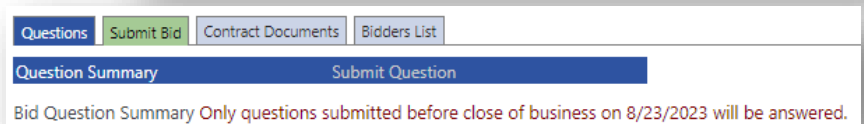
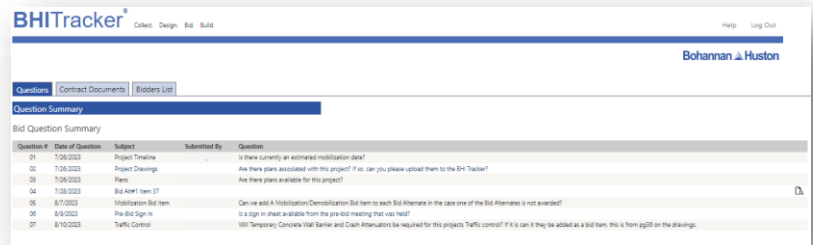
Contractors use a common site to submit questions to the Owner and Engineer. All questions are documented clearly so a response can be provided in an Addendum.

If the time for submitting questions is still open, you may use the Submit Question button. Often, the deadline for submitting questions is displayed in red. Once the Bid is open, the button will no longer be visible.

*Submit Bid

If the project is accepting bids online through BHITracker®, the Submit Bid tab is where you can upload a document. Once you upload a bid, you can delete and/or replace the bid up until the Bid opening.

If you are within 15 minutes of the Bid deadline, you will see extra warnings and a countdown clock.

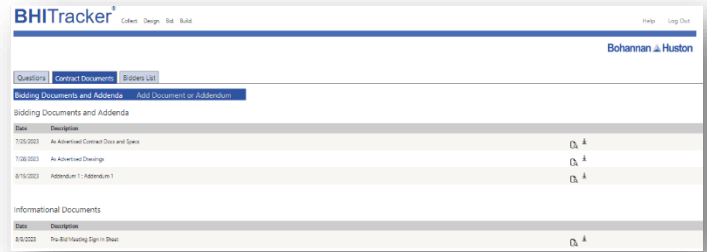


Contract Documents

Bidding Documents and Addenda

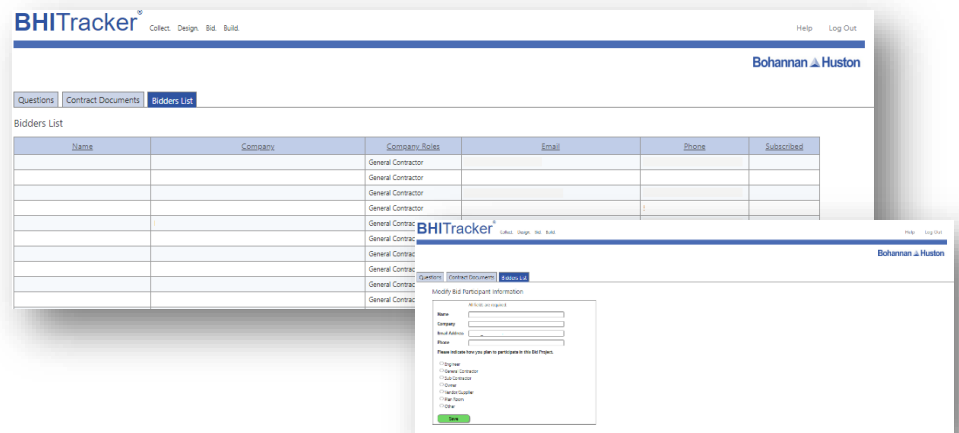
The default page for Contract Documents where copies of Contract Documents, Plans, and Specifications are available to parties approved for bidding the project. You can view and download individual documents using the magnifying glass or down arrow, respectively.

Only external users with specific privileges can Add a Document or Addendum.



Bidders List

The bidder's list is available to all approved bidders for the project, allowing access to this information at any time without having to request the information from another entity. You can click on your own name to update your information if you wish. Certain users in the contact list have designators after their name, (PM), (PA), and (PE). Each of these users have an additional role on the project.



On bidding projects, the role each user plays on the project is important. Not every contact will be a General Contractor who is bidding on a project. There will be other types of contacts on the bidders list, and accurately picking the user role is very helpful for all the contacts on a bidding project. Users are asked their role when first logging into Projects Out to Bid and can change the role by clicking on their name in the Bidders List.

PM – Project Manager
Can make additional changes to items in BHITracker®, and project questions should be directed to them.

PA – Project Administrator
Can also make changes, add contacts to the project, and should be contacted for general administration details.

PE – Project Engineer
Design related materials and questions should be directed to them.