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TASKS/ISSUES TO DETERMINE DURING THE DESIGN PROCESS

Determine the bidding/contract form

Construction timeframe

Safety concerns, potential contractor restrictions

DVBE requirements

License requirements

Security requirements

Perform and construction estimate

Type of bid openings

Perform a constructability review

Pre Marketing Activities

- i. Builders exchanges
- ii. Investigate when other projects bid
- iii. Talk to Contractors about your upcoming project

Bidding Process

Bid Marketing

- Legal Advertisement
- Builder's Exchanges
- Bid Alerts (Faxed) - to both GC's and Sub's
- Phone Calls - to both GC's and Sub's
- Promote interest in meetings on your other projects

Pre- Bid Meeting

Mandatory vs. Non-mandatory

Architect and Engineers Involvement

Know the project - anticipate questions

Pre Bid Meeting
Agenda

1. **Introductions of team members**
2. Project set up
3. Scope of work
4. Inspection requirements
5. Bidding & contract requirements
 - License requirements
 - Bid Bond or certified check
 - Prevailing wages
 - Bond & insurance requirements
 - DVBE requirements
 - Proposal form
6. Project Schedule
7. Site Information
 - Site access, facilities, parking
 - Project security
 - Contractor's work hours
 - Other special/unique requirements or restrictions
8. Questions
9. Site Visit

BIDDERS QUESTIONS & ADDENDUMS

Recommendations

All questions should go through one point of contact (in writing if possible)

Answer all questions with all bidders (keep records of notifications)

Answer as promptly as possible

Keep Addendums to a minimum

Call potential bidders to follow up on interest and potential issues

Bid Opening

1. Conduct a professional opening
 - Make sure bidders know where to go
 - Make sure to verify the time
 - Time stamp bids
2. Evaluation of the bids
3. Perform background checks
4. Recommendation of board
5. Notice of intent to award
6. Review of contract paperwork
7. Notice of Award & Notice to Proceed

PRE-CONSTRUCTION MEETING AGENDA

1. Organization & Relationships
2. Communication & Correspondence
3. Weekly Construction Meeting
4. Project Directory
5. Job Site Issues
 - Safety
 - Security
 - Access & parking
 - Storage
 - Dumpsters/temporary facilities
 - Work hours /district holidays
 - Temporary utilities/services
 - Inspecting & testing
 - Contractor supervision
 - Coordination among contractors
 - Site clean-up
6. Administrative Issues
 - Contracts, insurance and permits
 - Project Schedules
 - Submittals/shop drawings/samples
 - Substitution requests
 - Requests of clarifications (RFI's)
 - Contractor daily reports
 - Certified payroll
 - Record documents (as-builts)
 - Change order procedures
 - Monthly application for payments
7. Anticipated start date
8. Questions & Answers

Construction begins