



# **Guidance of Bid Evaluation / Recommendation for Award**

## Why is bid evaluation important?

- It is the final chance that the Team has to determine the last partner in the process.
- It is the most expensive, and determines the final cost and quality.
- This is the final contract negotiation, which is the verification of a responsible low bid.

## When to Recommend to Award?

- After the complete bid evaluation, take the time needed up front.
- This is a long-term relationship process and is final.
- Totally understand as much as possible, and make sure that the low bid inclusions match the Documents and the expectations of the Document's intent.

## What Is a Bid Evaluation?

- The evaluation is like detective work. It is verification.
- Bid evaluations include technical and reference reviews.
- Detailed document inclusions review.
- Protests from other bidders.
- Anonymous phone calls about what the low bidder missed.

## Some Thoughts First!

- The Design Team has had hundreds of days on the project by bid time.
- The bidder has had 45 days on the project after bid advertisement.
- Who knows more about the project?
- The Design Team works for the Owner, a service.
- The bidder works for themselves and provides a product, not service.

## Detective Work “ The Technical Review ”

- Bidder's corporate seal.
- Bidders received all addenda.
- Bidder includes all contingencies and cash allowances.
- The bidder's math is correct. Handwritten matches numerical.
- Bidder's subcontractor list with license numbers.
- Bidder's site visit certificate.
- Bidder's bid bond completed.

## Detective Work “ References Review ”

- Bidder's license number is current.
- Call the Architect for previous projects of bidder.
- Call the Districts listed as references of bidder.
- Ask questions of the bidder's references to get the answer you need to decide if the bidder is responsible.

## Detective Work “ Inclusions Review “

- As the Owner of the Documents, question any items that can be missed.
- Use the construction estimate as a tool to question and for verification. The list can vary, but following are some basic examples:
  - Verify in writing that all insurances are included in bid.
  - Verify in writing understanding of alternates.
  - Verify in writing all contingency allowances in base bid
  - Verify in writing understanding of schedule and all milestones.
  - Verify in writing that the District standard finishes are in the bid and are not substitutions.

## Detective Work “ Inclusions “ Continued

- More detailed questions by the Design Team.
- Request a Schedule of Values per CSI, if not, construction management.
- Compare CSI costs to bids and target the low bids that vary from 10% of the estimate.
- Find out why the estimate is off, or the bidder is off.
- The low bidder would like to make sure that they included everything so that the detective work is not intended to disallow bidders, but better the relationship for the new project.

## Review of “ Protests from Other Bidders “

- Some of the protestors do have the inside knowledge.
- Do not ignore the protestors.
- Do the research into the official or unofficial protest.
- Review and answer all protest inquiries.

## Review of “ Anonymous Phone Calls “

- These will come from all bidders.
- It is like having a secret informant.
- It never hurts to question the information regarding the call.
- Generally these calls are accurate.

## Recommend and Be Confident

- The final recommendation of the Team Member, the low bidder.
- Be prepared to disqualify a non-responsive bid. It is good for the entire Team - including the bidder.