

# Tips on Front-End Documents for a More Successful Project

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CASH 2005 Fall Conference  
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## Front-End Documents and Related Materials that We will Talk About

- Division 0: Bidding and Contract Requirements
- Section 00700: General Conditions
- Division 1: General Requirements
- Construction Administrative Procedures Manual (Exhibit A)
- PCC Sections on Payments



## Pre-Program Coordination

- Set up a procedure for a Master Document.
- Do not allow changes to Front End unless approved and done by legal counsel.
- Set up a procedure for distribution to those in charge of the bidding.
- Set up a system for the “fillable blanks.” Otherwise do not change.



## Pre-Project Coordination

- Inform your design consultants UP FRONT that they will not be providing the General Conditions and front end.
- Do not use your design professional's forms.
- A/E forms may be sprinkled throughout the technical sections.



## More Pre-Project Coordination

- Allow enough time for revision/updates.
- Develop documents with legal counsel.
- Make sure that your team has the same documents
- Solicit “lessons learned” from your consultants and use them in the revisions/updates.



## Fillable Fields: Getting ready for the bid

- Make a checklist of all fillable fields and where they are in the document.
- Make sure all project team members get the completed pages prior to reproduction, not after on the street.
- Make sure your project team has cross-referenced and asked the District on questions.
- Make sure they appear in the bid documents – not as underlined or shaded.
- If they are not ready, your plans are not ready for the street.

## Fillable Fields that get screwed up

- Notice to Bidders (many fields)
- Time (2:00:00 p.m. vs 2:00 p.m. and by what clock?)
- LCP project or not?
- Prevailing wage available where at district?
- Allowances (in proposal and Section 1021)
- Also, review Bid Protest rules: how many days, in writing?

## Mandatory Pre-Bid Meeting

- Section 00010
- Issue of non-responsiveness. Could waive as an irregularity, problem either way.
- Have potential bidders sign a certification that they attended.
- Two ways to make them stay for the duration:
  - Make them initial at the end of the meeting.
  - Split the meeting into three parts – meeting – tour – meeting again.
- Encourage separate informal site visits. Be available.



## Listing of Subcontractors and Substitutions

- Section 00100: Bid Opening
- Also in General Conditions, 0700, Article 6
- Challenges on this are increasing due to license information on the web.




## Bid Protests involving licensing

- Subcontractors must have a valid license from start of the work to the end of the project.
- Prime contractor must have valid license from bid opening time to the end of the project.
- If there is a subcontractor that is not qualified to install a certain system, the District may determine that and require a substitution.



## Construction Administrative Procedures Manual

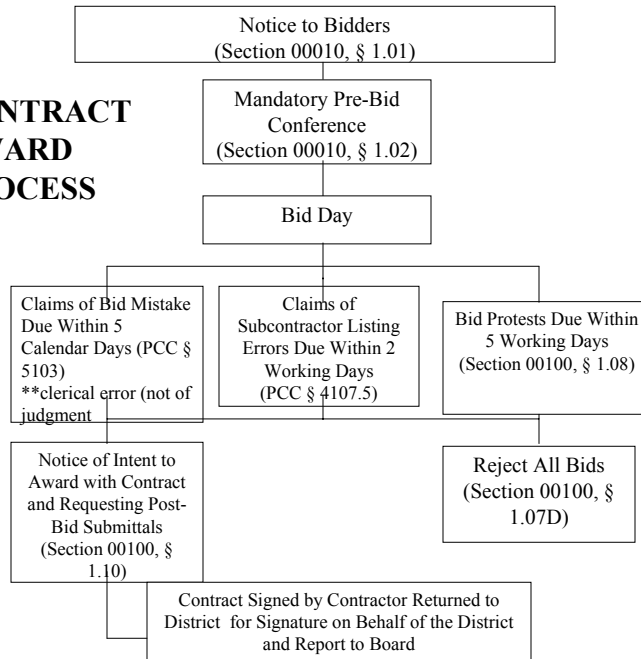
- Exhibit A after Division 0
- Includes forms
- Includes procedures
- Includes checklist of close-out requirements for final payment



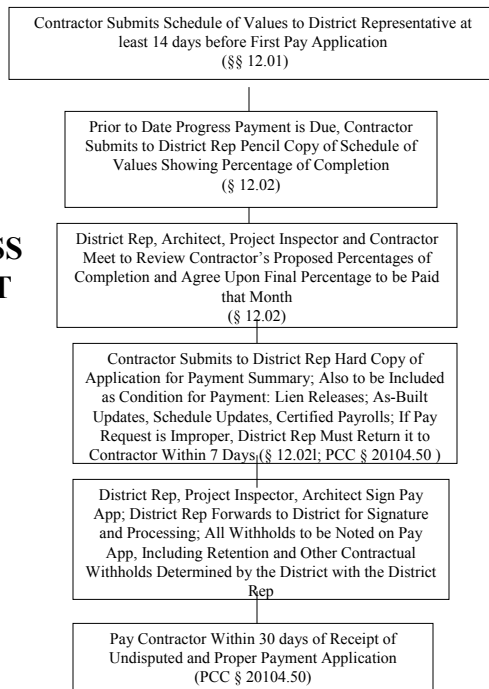
## Changes to the Project

- In General Conditions, Section 0700 and in CAPM:
  - Require a signed (can be faxed) document that authorizes the change.
    - RFP, PCO, CO, CCD
  - Give the awarded contractor a CD of the documents that you require to be used.
  - THEN REQUIRE THAT THEY BE USED.

## CONTRACT AWARD PROCESS



## PROGRESS PAYMENT PROCESS



# FINAL PAYMENT PROCESS

