

PDC PROJECT MANAGEMENT GUIDE

PMG-E02: BIDDING AND AWARD OF CONSTRUCTION TRADE CONTRACTS (CM AND D/B)

PURPOSE: To describe the bidding and award process for project trade packages.

A. Bid Packages

Major Projects:

Before the pre-qualification and bidding processes begin, the builder should provide its proposed structure of trade/bid packages to the Professional and UF Project Manager (PM) for review and input. In subdividing the Work, the builder shall consider industry standards, the technical scope of the project, schedule, small/minority business outreach efforts, and any other considerations the builder – in its professional judgment – believes are appropriate.

Prior to beginning the trade contractor pre-qualification process, the builder should provide its project-specific pre-qualification forms and a complete list of the name/number and scope of each trade package to the UF PM and SBVDR (Small Business & Vendor Diversity Relations) Director for review. SBVDR will encourage appropriate small/minority businesses to participate and otherwise assist the builder in its outreach efforts. Additionally, the builder should encourage larger trade contractors to obtain qualified small business participation within its scope of work.

Additionally, the builder should provide draft bid packages to the Professional and UF PM for review and input. Such documents, which typically explain the particular scope of each trade package, shall be tailored to the project and to work at UF in general. The bid documents must also include or reference the “front end” specs and General Terms & Conditions of the construction documents, both of which apply to all trade contractors. Bid documents should also call attention to LEED-related requirements on projects where LEED certification is being pursued.

B. Procurement

1. For trade packages with a value of less than \$10,000, the builder may negotiate with trade contractors to perform such Work by whatever means it deems appropriate in its reasonable discretion.
2. For trade packages with a value between \$10,000 and \$74,999, the builder shall, where competition is available and feasible, obtain three (3) or more written quotes.
3. For trade packages valued at \$75,000 or more, the builder shall, where competition is available and feasible, obtain at least three (3) sealed bids.
4. Best Value procurement, where both price and technical factors such as experience and qualifications are considered, may be used to procure certain trades with the prior written approval of the UF PM.

C. Advertisement and Pre-Qualification Process

The builder shall evaluate the standing, capability, staffing, and past performance of prospective trade contractors prior to bidding. For packages that the builder intends to bond, the pre-qualification process must include verification of each bidder’s ability to be bonded.

The pre-qualification process can and should be undertaken before the formal Notice To Proceed (NTP) for construction is issued by UF. The advertisement for pre-qualification should be distributed widely enough to garner interest from a variety of qualified potential bidders to facilitate competitive pricing for the benefit of the University. The solicitation(s) shall be published, at a minimum, in trade publications in the region where the project is located. The advertisement(s) shall be updated throughout the pre-qualification process as necessary to clarify scope, dates, and other information, with copies of all advertisements provided to the UF PM.

The builder should coordinate with SBVDR to advertise the bid packages on the SBVDR website and vendor emails.

The invitations to Bid, Requests for Proposal and Invitations to negotiate for commodities expected to be in excess of \$150,000 shall be advertised.

If the bid package is \$200,000 or above it shall be advertised in the Florida Administrative Register for a period of 21 days.

See Owner's policy regarding self-performed work.

D. Pre-Bid Meetings

Pre-bid meetings and/or site visits may be held for certain trade packages depending on the scope, complexity, schedule, and other demands of the project. The builder shall make the determination in consultation with the Professional and the UF PM, each of whom may attend such meetings. The builder shall record minutes during pre-bid meetings and shall assist the Professional in developing post-meeting addenda as needed to clarify the intent of the construction documents.

E. Bid Process and Format

The builder should publish and distribute a schedule of all bid deadlines to the bidders, the Professional, and UF (PDC and SBVDR). This schedule should be consistent with the construction schedule itself so that "early start," critical, and/or long-lead trades are bid and awarded first. The builder shall also provide to the Professional and UF a notice of bid openings, each of which shall be attended by the UF PM and/or Contract Administrator. The bids should be opened after the Notice to Proceed for construction is issued, but may be opened earlier with prior approval from the PDC AVP.

In preparing for each bid opening, the builder shall draft a Bid Tabulation spreadsheet for each trade package using the PDC template forms. Actual bids should be provided on the builder's forms,

Bids or proposals for trade packages valued at \$75,000 or more shall be received in a SEALED envelope by the builder, who should record or time-stamp each bid to verify timely submission. As bids are opened and read aloud by the builder in the presence of a UF representative (PM and/or Contract Administrator), each base bid and alternate or unit price number shall be recorded by the builder and verified by UF. Results of the bid opening are confidential unless required by law to be disclosed.

F. Post-Bid Review

The builder may conduct post-bid discussions with the lowest and other responsive bidders as needed to confirm accurate pricing and a mutual understanding of the scope(s) of work. Such meetings should take place within a reasonable time of the bid opening, and the UF PM, AE and/or Contract Administrator should be invited to attend.

The builder shall determine if bidders – particularly the prospective awardee – properly included or excluded contractually-required work in its original bid. If not, **all** bidders shall be afforded the opportunity to revise and/or clarify their bids by providing such revisions or clarifications in writing. The bid award acknowledgement shall include all changes to the original bid for all prospective awardees. The builder shall obtain written confirmation from any bidders who elect to not revise their original bids and include this with the bid award package.

With the exception of multiple package discounts and packages worth \$100,000 or less, builder may not accept revised bids which have increased by more than 3% during this post-bid review or "scoping" process without written explanation by the builder and written acknowledgment by the UF PM.

All post-bid price adjustments and related correspondence, notes, etc. shall be in writing and included in the bid package file.

G. Bid Tabulation & Award Recommendation

When the analysis of bids, including any post-bid reviews, is complete, the builder shall formalize its recommendation for award. At a minimum, such recommendation shall include finalized Bid Tabulation and Bid Award & Analysis forms using the PDC template forms. The process is finalized with signatures by the builder and the UF PM acknowledging both the bid results and the recommendation for award. The following shall be included – for each trade package and uploaded to SharePoint to the appropriate library:

- a. Bid Award and Analysis form (executed)
- b. Initial Bid Tab Summary (original from time of bid)
- c. Final typed version of the Bid Tab Summary, including notation of all invited bidders who declined to bid
- d. Bid comparison/analysis form to document initial bid and post-bid adjustments for all bidders
- e. Original bids from each bidder
- f. Written post-bid pricing revisions
- g. Relevant post-bid correspondence (from each bidder)
- h. Scope description (definition of work) for that trade package
- i. Documentation of all small/minority business outreach efforts

NOTE: Where circumstances require it, award may be to other-than-low responsive and responsible bidders, but the award recommendation shall elaborate on the reasons for, and justification of, such awards.

H. Bid Savings and Formalization of Award

To document the award of trade contracts, builder will prepare a change order to the Agreement for Professional's and Owner's review. Variances between the GMP estimate for each trade package and the actual award amount for same are annotated on the change order.

See Owner's policy on change orders for more information.