

CONSTRUCTION MANAGEMENT SUBCONTRACT BIDDING PROCEDURES

DOCUMENT NUMBER: 00410

APPLICATION: ELEMENTARY, MIDDLE AND HIGH SCHOOL

DATE OF ISSUE:

- 12-19-14** - Clarified online review & approval process
- 10-02-14** - Miscellaneous clarifications
- 01-28-11 - Revised for Online Review/Approval Process
- 11-08-05 - Miscellaneous clarifications
- 07-05-02 - added note re: no changes to the proposed bidder list, added sample subcontract approval letter and bid spreadsheet
- 05-23-01 - added requirement to list sub-bidders and minimum # of bids required
- 10-05-99 - first issued

NOTES:

1. Each step of the subcontractor bidding process is managed and recorded by means of a web-based review and approval process utilizing the Owner's Construction Project Database. Before the review can begin, electronic documents must first be uploaded to the database, which is accessible from the following webpage: http://projects.mysdhc.org/pub_projects.aspx
2. The Construction Manager is first required to upload a Proposed Bidder List to the Owner and Architect for review. The list must be approved prior to distribution of the Bid Documents to the proposed bidders. Once approved, the list may be modified only with the written consent of the Owner and Architect.
3. The Owner and Architect must be invited to attend each bid opening.
4. All subcontractor bids must be submitted to CM in a sealed envelope, unless specifically exempted in the CM Agreement.
5. Bids from subcontractors who are not listed on the Proposed Bidder List must not be opened, unless authorized by the Owner.
6. The CM is expected to represent the Owner's interest in soliciting competitive bids, including:
 - a. Soliciting a sufficient number of bids to ensure that at least three (3) bids are submitted for each bid package.
 - b. Obtaining prior approval from the Owner for any Work that the CM proposes to self perform.
 - c. Soliciting competitive bids on all biddable scope.
 - d. Obtaining a minimum of three (3) bids for each bid package, unless specifically exempted in the CM Agreement.
 - e. Delaying the opening of bids for any bid package until three (3) or more bids are received, unless directed otherwise by the Owner.
7. All bidders are to list their proposed sub-sub-contractors in their bid proposal.
8. In the CM's Instructions to Bidders, the CM is to specify the level of breakdown that the low bidder must provide prior to award of contract. At a minimum, the bid must be broken down into materials and labor, as well as line items corresponding to the GMP breakdown itemized in *HCPS Standard Document 00500*.
9. The CM is to evaluate the bids, and then upload the bid documents for each subcontract, as follows.
 - a. Upload bid documents to the Construction Project Database for Owner and Architect review.

- b. For each bid package, upload the following documents in *.pdf* format:
 - i. *CM's Instructions to Bidders*, including any addenda and informal instructions provided to the bidders. Attach any documents issued to prospective bidders which were NOT included with the drawings and specifications issued by the Architect.
 - ii. *Bid Scoping Spreadsheet*, followed by the recommended bid, and then the remaining bids. Format shall be that shown in the attached Sample Bid Spreadsheet – no exceptions.
 - 1. Mark each page of each bid in the upper right hand corner to indicate the bidder name.
 - 2. Attach written statements from bidders who decline to bid.
 - 3. Any adjustments to the subcontractor bids made during the bid scoping process must be itemized on the Bid Scoping Spreadsheet, backed up in writing by the bidders, and attached to their original bid. In the event that multiple bidders excluded scope from their bid, each bidder is to be given an opportunity to quote the additional work.
 - c. The Architect shall review the uploaded documents for compliance with the requirements of the drawings and specifications, and shall indicate concurrence with the recommendation of the CM.
 - d. The Owner will then review the Architect's online recommendation for final approval.
10. Subcontracts are to be issued for the exact amount that the Owner approves on the Construction Database, no exceptions. Any subsequent adjustments to subcontracts must be itemized for Owner review on the Schedule of Values and described as sub-change orders or after-bid adjustments. Refer to *HCPS Standard Document 00500* for additional information related to Pay Applications and Schedules of Value.
11. Upon Final Completion, the CM will update the Construction Project Database with the final contract amount for each awarded subcontract.

ATTACHMENTS:

Sample Subcontract Bid Spreadsheet

SAMPLE BID SPREADSHEET

Bid Package: Gypsum Board	Bidder 1 [name]	Bidder 2 [name]	Bidder 3 [name]	Bidder 4 [name]
Registered as an SDHC Small Business	Y	N	N	N
Furnish/Install Gypsum Board as specified	\$384,494 ¹	\$390,000 ¹	\$401,333 ¹	\$420,890 ¹
Cold formed metal framing	Yes	Yes	Yes	Yes
Building insulation	Yes	Yes	Yes	Yes
Furring and lathing	Yes	Yes	Yes	Yes
Portland cement plaster	Yes	Yes	Yes	Yes
Gypsum wallboard systems	Yes	Yes	Yes	Yes
Install frames	\$12,000 ²	Yes	Yes	Yes
MR gypsum board	Yes	Yes	Yes	Yes
Gyp board column wrapping	Yes	Yes	Yes	Yes
Rated wall assemblies	Yes	Yes	Yes	Yes
Acoustical sealants	Yes	Yes	Yes	Yes
Level 4 finish	Yes	Yes	Yes	Yes
Install access panels	Yes	\$4,100 ²	Yes	Yes
Operation/Maint manuals	Yes	Yes	Yes	Yes
Bonds	Yes	Yes	Yes	Yes
Total to GMP	\$396,494 ³	\$394,100	\$401,333	\$420,890

¹ must match the base bid shown on the attached original bid proposal forms from each bidder

² must be documented and attached

³ this amount to match the amount being requested on the attached approval letter

⁴ this amount to match amount shown on GMP breakdown or last approved cost estimate