

# STATE UNIVERSITY CONSTRUCTION FUND

## PROGRAM DIRECTIVES

DIRECTIVE 1A-7

Issue date: January 2016

### BID PHASE REQUIREMENTS

#### 1. General

- a. The bid period phase includes, but is not limited to, marketing the project to qualified and interested contractors, the reproduction and distribution of Bidding and Contract Documents, responses to bidder inquiries, preparation of addenda, review and recommendation of bids, and submission of electronic copies of Bidding and Contract Documents.
- b. The Fund's Pre-bid Phase Approval and Authorization to Advertise letter, issued at the completion of the Pre-bid Phase, shall direct the Consultant to proceed with the bid phase requirements outlined herein.
- c. Prior to publishing the Bidding and Contract Documents, resolve all outstanding issues and comments that were identified during the Pre-bid phase and subsequent discussions and incorporate comment revisions into the Bidding and Contract Documents, as approved by the Fund.
- d. Walk-through: Add to Information for Bidders and Notice to Bidders Newspaper Ad that a pre-bid walk-through will be held. The date and location will be arranged by the Consultant in cooperation with the Campus and approved by the Fund. The walk-through is traditionally two weeks prior to bid opening, providing sufficient time to prepare and issue an addendum if necessary.

#### 2. Bid Documents and Addenda

- a. All design drawings shall contain the licensed design professional's seal and signature. Title page of Project Manual shall also be stamped and sealed.
- b. Unless otherwise directed by the Fund coordinator or in the Approval letter, submit the following complete sets of Bidding and Contract Documents as they are issued directly to:
  - (1) SUCF: Four (4) sets to the attention of Project Coordinator.
  - (2) Campus: Two (2) sets to the attention of Campus Representative.

# STATE UNIVERSITY CONSTRUCTION FUND

## PROGRAM DIRECTIVES

- (3) Plan rooms: One (1) set to the attention of each one listed in Notice to Bidders. (Sets may be sent in PDF format on CD but must be signed and sealed)
  - (4) In addition, submit electronic two (2) copies of the Drawings and Specifications per the Fund's "ELECTRONIC DOCUMENTS SUBMISSION FORM" (see Appendix).
  - (5) See item 2.h below for additional partial sets and copies of addenda.
- b. The Consultant shall advertise one time in the *Albany Times Union* newspaper and one or more local paper(s) as directed by the Fund in the Approval to Advertise letter. The abbreviated version of the Notice to Bidders shall be used for this purpose. (Only the more comprehensive form of the Notice to Bidders shall be included in the Bidding Documents.)
  - c. During the bid period, the Consultant shall designate one individual responsible for the receipt of calls and inquiries from Bidders. The Consultant shall be responsible for all such bidder inquiries, including those related to subconsultants' discipline. The Consultant shall document all inquiries made by bidders including date, time, caller's name and company, question and response. The Fund reserves the right to request submission of this information by the Consultant.
  - d. Distribution of Bidding and Contract Documents shall be coordinated from the Consultant's Office. Together with the Bidding and Contract Documents, the Consultant shall send to prospective bidders (**not** to subcontractors, plan rooms, campus, etc.) the following:
    - (1) One (1) bid envelope
    - (2) Two (2) Bid Bonds (loose copies)
    - (3) Two (2) Proposal Forms (loose copies)
    - (4) Two (2) Appendix As (loose copies)
- Item (1) is sent to you by the Fund. The remaining items should be copied out of the Project Manual or issued as PDFs.**
- e. Report to the Project Coordinator weekly (at a minimum) during the bid period, either by letter, email, or facsimile, the result of project marketing that the Consultant must conduct.
    - (1) List of planholders and bidders who have taken out bid documents with name, address, contact name, telephone and facsimile numbers. Use

# STATE UNIVERSITY CONSTRUCTION FUND

## PROGRAM DIRECTIVES

the format provided by the Project Coordinator. (In the last report before bid opening, this list should highlight bidders whose intent to bid was confirmed by Consultant's last contact.)

- (2) List of bidders who have withdrawn from the list previously submitted by the Consultant. Consultant should find out from bidders and report the reasons for not requesting sets or for returning sets without bidding.
  - (3) List of contractors that attended pre-bid walk-through(s).
  - (4) Recommendation on action by the Consultant to encourage bidders.
  - (5) Recommendation of the Consultant as to the scheduled bid opening date as reflected by the latest reaction of the bidders.
- e. Bidder Questions: Questions may be taken in the format preferred by the Consultant. Questions may be answered by telephone, by email, in person at the walk through and/or by fax. Answers to questions that require interpretation, clarification or modifications to the Bidding and Contract documents must be issued by addendum.
- f. Pre-bid walk-through: Consultant must attend, administer and provide brief meeting minutes of the pre-bid walk through(s), as well as a sign-in sheet. The minutes of the walk-through will not serve as addendum and are not to be distributed except to the Fund and Campus.
- g. Addenda: In manner that avoids any delay in the scheduled receipt of bids, provide addenda to correct any ambiguity, inconsistency or error in the Bidding and Contract Documents, if any should be discovered by a reasonably prudent bidder, the Campus or the Fund.
- (1) Consultant must submit all addenda in draft to the Project Coordinator for review and approval prior to the issuance of addenda.
  - (2) No addenda should be issued within the last 7 calendar days prior to the scheduled bid opening date except by approval of the Project Coordinator.
  - (3) At least seven days prior to the scheduled bid date, submit a detailed cost estimate for all addenda items requested by the Consultant, the subconsultants or the Campus that have a cost impact.
  - (4) Addenda format shall include:

# STATE UNIVERSITY CONSTRUCTION FUND

## PROGRAM DIRECTIVES

- (a) Addendum number
  - (b) Date
  - (c) SUCF Project Number, Title, Campus
  - (d) Prepared for the "State University Construction Fund"
  - (e) Prepared by: Consultant's name, address
  - (f) The following statement: "The following additions, changes, and clarifications modify the original bidding documents, and receipt of this addendum shall be acknowledged in the space provided on the proposal form."
  - (g) Additions, deletions, changes, or clarifications shall be clearly identified in relationship to the effected item(s).
  - (h) Any drawings added shall include items (1) through (5) above and technical graphics as needed.
  - (i) The signature and seal of the licensed design professional
- (5) Addenda shall be distributed to all of the planholders including the Fund and campus. Provide printed quantities as required in Part 2b above or as determined by the Project Coordinator.
- h. Not later than the time of the Bid Opening, for the purpose of the Fund's preparation of construction contracts, submit to Project Coordinator the following:
- (1) Four (4) partial sets of the front end of the Project Manual up to and including Division 1, including wage rates and front and back covers. These partial sets shall be unbound and printed double-sided.
  - (2) Four (4) copies of addenda.
3. Post Bid Review and Recommendation
- a. Consultant should confirm with the Project Coordinator if the project requires an individual from the Consultant's office to attend bid opening. Otherwise, Consultant shall be available by phone to discuss bid results with the Project Coordinator immediately after the bid opening. If the Consultant cannot be available, the Project Coordinator must be made aware of the consultant's means of addressing this Fund requirement.
  - b. Immediately after the bid opening, the Fund shall notify the three (3) low bidders of the bid results and advise them of the 48-hour submissions called for in the Information to Bidders (IB-3). 48-Hour Submission, (one copy each to Consultant and Fund) includes the following:

# STATE UNIVERSITY CONSTRUCTION FUND

## PROGRAM DIRECTIVES

- (1) Two (2) copies of a completed Contracting Questionnaire or Affidavit of No Change from the bidder, unless required with the bid.
  - (2) A Project Schedule.
  - (3) Nomination of the prime subcontractors (HVAC, Plumbing, and Electric: Greater than \$20,000 and any asbestos subcontractor.)
  - (4) A completed Appendix A.
- c. Review the low bidder's proposed construction schedule for conformance with the requirements for the project documents and notify the Fund of any significant variations proposed.
- d. Within seven (7) days of the bid, prepare a separate letter with an analysis of the bid results and a recommendation on corrective actions to deal with the bid results, as / if required by the Fund. Include the following:
- (1) Review of all bids, including add alternates or unit prices if applicable.
  - (2) Comparative analysis of bids and Appendix A's (and supplemental information)
  - (3) If there are less than three bidders and/or the low bid varies above the approved budget by 5% or below it by - 25% for projects with budgets between \$0 and \$99,999, or 20% for projects with budgets between \$100,000 and \$499,999, or 10% for projects with budgets above \$500,000, the analysis of the bid deviation shall include.
    - (a) Compare all Appendix As received to identify significant deviations from the one prepared by the Consultant.
    - (b) Document discussions of the project's costs with the low bidder's and prime subcontractors' estimators to further explain the disparities.
    - (c) Explain the significant disparities uncovered and why these disparities were not anticipated in the Consultant's estimate.
    - (d) Confirm that the project scope of work is clearly documented and included in the Bidding documents, and that the disparities are not the result of significant errors or omissions.
    - (e) Describe the current construction market and general competition for bids among contractors.

# STATE UNIVERSITY CONSTRUCTION FUND

## PROGRAM DIRECTIVES

- (f) Recommend the most reasonable course of action: either to award or to re-bid.
- e. Within seven (7) calendar days, the three low bidders provide the following:
  - (1) MWBE Utilization Plan (UP-1) and EEO Policy
  - (2) Two (2) completed copies of the nominated prime subcontractors' Uniform Contracting Questionnaire.
- f. Review of bidders' qualifications. Perform and document a review of the qualifications of the low bidder and the nominated subcontractors.
  - (1) This review shall consist of checking a minimum of three (3) different references, including contracts with other Consultants and clients for whom they have done work.
  - (2) When checking references for the bid recommendation letter, Fund employees should not be included among the three references checked – references for the bid recommendation letter should be from people who are not Fund employees.
- g. Post-Bid meeting: Held with apparent low bidder and nominated subcontractors at the Fund's offices, as / if required by the Fund. At the request of the Project Coordinator, the Consultant shall be required to attend a post-bid meeting with the apparent low bidder. The Consultant will be required to prepare and distribute minutes from these meetings. The Project Coordinator will assist the Consultant is determining the agenda and objectives of this meeting.
- h. Within fourteen (14) days of the bid, prepare letter of recommendation for award of the contract to the low bidder and any prime subcontractors. This is a separate letter from the analysis of bid results letter. This letter shall contain the following as applicable or as directed by the Fund:
  - (1) Use the phrase "we recommend award to the low bidder and its nominated subcontractors" in the letter. If required by the Consultant's review, add list qualifications to this recommendation. For each qualification listed, recommend additional construction administration requirement(s) that will help mitigate the risk associated the qualification.
  - (2) Discuss the bidder's understanding of the project and commitment to project schedule
  - (3) Overall performance

# STATE UNIVERSITY CONSTRUCTION FUND

## PROGRAM DIRECTIVES

- (4) Quality of work
- (5) Completion of work on schedule
- (6) Performance of superintendent
- (7) Cost control/change orders
- (8) Attention to safety regulations
- (9) Default on any work
- (10) Experience and management work with proposed subcontractors
- (11) References contacted and responses

#### 4. Document Files

- a. Electronic Files. The Consultant shall submit electronic copies of the Drawings, Specifications, and Addenda to the Fund. The Consultant shall transmit this electronic data in conformance with the "Electronic Documents Submission Form" provided by the Project Coordinator or available for download from the Fund website ([www.sucf.suny.edu](http://www.sucf.suny.edu)). See appendix.

#### 5. Pre-Construction Phase Requirements

- a. In manner that avoids any delay in the start of construction, provide supplemental information, if any, to correct of any ambiguity, inconsistency or error in the Contract Documents which is discovered after the receipt of bids but prior to the start of construction.
- b. The Consultant may be requested to attend a meeting with both SUCF design and construction personnel and contractor, if appropriate, to review project elements and/or unresolved items.
- c. The Consultant shall be required, in advance of the commencement of construction, to perform the following:
  - (1) Prepare a list of potential Site Representatives and field personnel in accordance with Directive 1C-7.
  - (2) Identify preliminary costs associated the Statement of Special Inspections, other field testing, project monitoring, etc. See Directive 1C-6.

# STATE UNIVERSITY CONSTRUCTION FUND

## PROGRAM DIRECTIVES

### ELECTRONIC DOCUMENTS SUBMISSION FORM

1. Submission of electronic documents is required by Article I, Section B, paragraph (5)e of the Agreement.
2. Submit electronic bid documents, text, drawings and BIM files:
  - a. Editable format and Portable Document Format (.pdf) file format.
  - b. Media: CD-ROM, PC format.
  - c. DVD discs or USB flash drives are not acceptable unless specifically approved by SUCF and the Campus.
  - d. Physical media shall not contain compressed or “zipped” files.
  - e. Media Labels: Label CD ROM's with the following information: SUCF Project No., Project Title, Campus, Date, and Consultant Name. Label the disk number of total number submitted (i.e. “Disk 1 of 3”) when multiple disks are used.
  - f. Distribute one copy to the SUCF Project Coordinator and one to the Campus.
  - g. Label all disks with the SUCF Project Number, Project Title, Campus, and Consultant's Name.
3. Submit all **Technical Specifications** and **Addenda** in the following formats:
  - a. Microsoft Word (.doc) format, or Rich Text Format (.rtf). Provide each specification section as an individual file named to correspond with the specification section number.
  - b. Portable Document Format (.pdf) files
4. The Technical Specifications shall be combined into a single electronic document in the same order as the submitted paper document and contain bookmarks with titles for each specification section as they appear in the specification Table of Contents. If a BIM file is available, submit the original BIM file in Autodesk Revit 2012 or earlier (.rvt) format. If your BIM application does not support the .rvt format, provide a compatible format readable by Autodesk Revit 2012.
  - a. Provide one BIM file for convenient review and printing.
    - i. External references must be bound to each file.
    - ii. Extraneous - non plotting - information must be deleted from the file.
    - iii. Save the typical plot configuration file in the print settings.
  - b. Along with the BIM file, provide one set of complete CAD files for all of the drawings for archiving. Follow the CAD submission requirements below.
  - c. Images of professional stamps and signatures are not required.

# STATE UNIVERSITY CONSTRUCTION FUND

## PROGRAM DIRECTIVES

5. Submit all **Drawings** in the following formats:
  - a. AutoCAD 2000 or later (.dwg) format. If your CAD application does not support the .dwg format, in a compatible format readable by AutoCAD, such as drawing exchange format (.dxf).
    - i. Provide one set of drawing files for convenient review and printing.
      - (a) Provide each drawing sheet as an individual file named to correspond with the sheet number.
      - (b) External references must be bound to each file.
      - (c) Extraneous - non plotting - information must be deleted from the file.
      - (d) Include a copy of the typical plot configuration file.
      - (e) Include copies of unique "architectural" font files used for notes or titles.
      - (f) Portable Document Format (.pdf) files are acceptable for this set.
    - ii. Provide one set of complete CAD files for archiving.
      - (a) Label each file in compliance with National CAD Standards (NCS). Include both "model" files and "sheet" files, if used.
  - b. Portable Document Format (.pdf) files.
    - i. The CAD documents shall be combined into a single electronic document in the same order as the submitted paper document and contain bookmarks for each drawing title and number and organized by design discipline as they appear in the List of Drawings.
  - c. Images of professional stamps and signatures are not required.

# STATE UNIVERSITY CONSTRUCTION FUND

## PROGRAM DIRECTIVES

6. Fill-in the following fields: (tab key moves cursor to next field):

- Date:
- Consultant:
- SUCF Project No.:
- Project Title:
- Campus:
- Project description:
- Electronic Documents Submitted (check/fill-in appropriate boxes):

Text files     .doc format  
                   other MS Word compatible format (describe)  
                   .pdf format

CAD files     .dwg format                     .dxf format  
                   .pdf format

BIM files     .rvt format                     other Revit compatible format (describe)

7. Attach list of files included on each disk or thumb drive.