

# STATE UNIVERSITY CONSTRUCTION FUND

## PROGRAM DIRECTIVES

DIRECTIVE 1A-9

Issue date: July 2013

### BID DOCUMENTS

1. This Directive outlines the Fund's requirement for content and organization of bid documents, specifically the Project Manual, Construction Drawings, and Addenda.

2. Project Manual

Organize and edit the Project Manual as instructed in the standard Documents issued to you by the Coordinator. The document title "C Table of Contents" shows the order and format of the Project Manual. Other standard Documents may have specific instructions embedded in blue colored text boxes. Since these standard Documents change from time to time, use the documents issued to you by the Coordinator at the time you are authorized to advertise the project for construction bids.

3. Construction (Bidding) Drawings Requirements:

- a. All drawings shall be of the same size, standard sizes only, and have title block. Scanned copies of construction documents from the original or previous construction work should be scaled to fit the size of the new construction documents.

- b. All projects shall have a title sheet.

- c. Title block shall include as a minimum:

- (1) "SUCF Project No. \_\_\_\_\_"
- (2) Project Title (use official project title as contained in Consultant Agreement)
- (3) "State University Construction Fund"
- (4) Campus name (use campus name as desired by the campus)
- (5) Drawing title
- (6) Drawing number
- (7) Date (all drawings shall have the same issue date, M/D/Y)
- (8) Scale

- d. Consultant's project number may be included, but smaller than Fund's project number.

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- e. Construction Drawings, Project Manual Cover, and any Addendum shall be stamped and signed by the appropriate NYS Licensed Professional(s). Each Construction Drawing shall be sealed.
  - f. Code Compliance: After incorporating the Fund's comments, if any, submit two (2) copies of final Building Code Review / Construction Permit Application Form and two (2) reduced size copies of final code conformance drawings stamped and signed by the appropriate NYS Licensed Professional. Reduced size copies should be approximately 11 x 17. Full size copies of the code conformance drawings shall be issued as part of the bound bid set of drawings. See also Directive 1B-1 Building Codes.
4. Addenda Requirements: See Directive 1A-7 Bid Phase Requirements for the addenda process requirements.
- (a) Cover sheet or first page shall include the following:
    - (1) "SUCF Project No. \_\_\_\_\_"
    - (2) Project Title (use official project title)
    - (3) "State University Construction Fund"
    - (4) Campus name (use official campus name)
    - (5) "ADDENDUM NO. \_\_\_\_"
    - (6) Date of addendum (M/D/Y)
    - (7) "Prepared by: \_\_\_\_\_" (insert consultants name and address)
    - (8) Professional seal and signature (on cover or first page, and all drawings)
    - (9) As the introductory paragraph, include the following or similar language: *"The following additions, deletions, and/or changes or clarifications to the drawings, specifications, and bidding documents for this project, shall become and are hereby made part of the Contract Documents. They change the original documents only in the manner and to the extent stated. Each bidder shall acknowledge receipt of this Addendum in the appropriate location on the bid proposal form."*
    - (10) The second paragraph should include: "This addendum consists of \_\_\_\_\_ pages, and \_\_\_\_\_ drawings and \_\_\_\_\_ attachments" (indicate "no" if there are no drawings and/or attachments).
  - b. All changes to the bidding documents shall be individually listed, numbered, and clearly indicated as "Add", "Delete", "Change", "Clarify", "Substitute", or other Fund approved terms.
  - c. In general, items should appear in order of the Contract Documents that they affect (i.e. addenda, project manual; contract drawings).

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- d. All drawings and attachments shall be numbered and referenced in the text of addendum.
  - e. Project manual items should be listed first, then bidding drawings.
  - f. After the last item, include: "End of Addendum \_\_\_\_"
  - g. Each page of the addendum, and addendum drawing shall be numbered and clearly identified as being an addendum, including as a minimum items: SUCF Project Number, Addendum Number, and Date.
5. Printing of Bid Documents
- a. All printing shall be on white paper.
  - b. Refer to Fund "*Bulletin on Payment of Consultant Fees*", related to printing of bid documents. In the Fund's Contract Management Reporting (CMR) system, bill for printing on the Miscellaneous Tab. The attached invoices should show that the Fund is not charged for the six sets owed to it by contract.
  - c. See Directive 1A-7 Bid Phase Requirements for the number of copies sent to the Fund and the distribution requirements.
  - d. The quantity of printed bid documents is as authorized by the Fund in writing. Actual quantity of bid documents printed shall not exceed the quantity authorized, nor be more than needed for actual distribution requests and for administrative copies.
  - e. Emailing is the preferred vehicle for addendum distribution. When emailing addendum to plan holders, obtain receipt of confirmation. However, when receipt confirmation is not possible, phone plan holder to confirm addendum receipt. .
  - f. Returned bid documents shall be stored and/or disposed of as directed by the Fund. Sufficient sets of bid documents need to be retained, and subsequently issued to the successful bidder after project award. Consultant shall verify that all sets for re-use are clean and complete.

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