



Process Definition

Bidding Process & Prime Contract Procurement

Delivery Method: Program Management

The following outlines the process for procuring multiple prime contracts under the Program Management Delivery Methods. It assumes Construction Documents have been issued by the design sub consultants in accordance with the guidelines and processes associated with design development.

Prime Contract Procurement Steps

1. Prepare Documents
 - a. Compile completed documents and upload to Procore.
 - b. Prepare the "Advertisement for Bid" to determine the bid date and location, pre-bid conference requirements, and milestone dates.
 - c. Ensure the project front end specifications include any owner-specific requirements (i.e., insurance, bonding, wage rates, tax status, special procurement requirements, site access, schedule, etc.).
2. Solicit Bids
 - a. Prepare a bid list for review by the Owner ensuring proper coverage for the Scopes of Work that being solicited.
 - b. Provide the Advertisement for Bid to the Owner to publicly post the project (via website or local news outlet).
 - c. Issue bid invites via Procore to the bid list, including local building exchanges.
 - d. Contact Prime Contractors on the bid list to ensure adequate coverage for each scope.
 - e. Hold the pre-bid conference on the project site.
3. Receive bid
 - a. Have sealed bids delivered to the bid opening site and time stamp them as they arrive.
 - b. Publicly open and read bids at the prescribed time and note the inclusion of required supporting documents.
 - c. Record the results of the bids as they are read.
4. Confirm Scope
 - a. Review provided bids and contact the apparent low bidder to confirm a complete bid.
 - b. If bid is incomplete, no alterations to their bid is allowed. They may withdraw their bid per the project specifications.
5. Recommend Award
 - a. Provide a recommendation of award with the qualified low bidders to the owner for Board approval.