

Chapter 7 – Bid Phase Guidelines

7.6 MEETINGS

PRE-AWARD MEETINGS

1. Pre-Award Meetings are mandatory for all 40000 series, Q and M projects and have been established to consider the responsiveness of the bid submitted by the apparent low bidder. The Regional/Area Supervisor will examine and evaluate the bid as responsive by considering the Contractors understanding of the overall project scope, estimated cost, utilization of proposed sub-contractors, expertise, past performance in completing similar projects and review of the mandatory pre-award requirements.
2. CADM will provide bid results to the Regional Supervisors, OGS Team Leaders and other Design & Construction staff. The Regional/Area Supervisor shall conduct a pre-award meeting to review the project with the low bidder for the following reasons:
 - a. OGS is not familiar with low bidder
 - b. Low bidder has not done OGS work before
 - c. A prior assessment of Liquidated Damages exists
 - d. Poor workmanship occurred on a previous project
 - e. Termination for cause occurred on an OGS project
 - f. Poor overall rating was earned on a previous project
 - g. Amount bid is significantly below or above project estimate or varies widely from other bids
 - h. Required mandatory pre-award submittal requirements in accordance with Document 002219 of the Project Manual.
3. The meeting should be held within one (1) week of bid. The Regional Supervisor/Area Supervisor will notify the TL / PM via email. The TL/PM should participate via teleconference call. The award process will continue unless there is a specific request to CADM to hold up the award. The Regional and/or Area Supervisor should review the following information prior to the meeting:
 - a. The Uniform Contracting Questionnaire (UCQ)
 - b. Prior assessment of Liquidated Damages and/or any Termination for Cause
 - c. The Post-Bid Report from Cost Control indicating a review of the low bidder's estimate and recommendation to award or not to award
 - d. A listing of Contractor history with OGS
 - e. A review of prior evaluations
4. If the Consultant/Designer or anyone else is aware of a reason a bidder should not be awarded the contract, specific information, including project number, is to be sent to the Regional Supervisor for the project in question.

5. The Regional and/or Area Supervisor will send the bidder the "Pre-Award Meeting Agenda" which requires the bidder to provide additional information (references, supervision resumes' and a detailed work plan) for the meeting.
6. The Regional and/or Area Supervisor shall conduct the meeting along with representatives from CADM and Division of Design (when requested). The Consultant/Designer may participate via a teleconference call. The "**Pre-Award Interview for Low Bidder**" document contains questions and information the bidder should be made aware of (inspection, licensing, prevailing wages, limits on sub-contracting, etc.) pertaining to the specific project.
7. After the Pre-Award Meeting is held the Regional and/or Area Supervisor shall determine whether the bidder meets or does not meet the contractor qualifications and makes a recommendation to award or not to award within two days of the meeting. The recommendations shall be sent to the Director, Division of Construction, who will review and forward it to CADM. If the recommendation is against award, reasons for such recommendation shall be provided. Issues of poor performance must be noted and referred to CADM for a possible responsibility hearing.
8. If the bid is determined to be "Non Responsive" by CADM the contract may be offered to the next low bidder or the project may be re-bid.

DESIGN / CONSTRUCTION PRE-CONSTRUCTION MEETING

1. The OGS TL/PM or the EIC shall initiate the Design/Construction Pre-Construction Meeting (via a teleconference) between the bid phase and award phase for 40,000 series projects greater than \$200,000. For projects under \$200,000 this meeting is highly recommended but not mandatory. The PM shall invite the Consultant/Designer to the meeting.
2. The intent of this meeting is to define processes, roles and responsibilities of the team members. It should also include a discussion on defining the quality assurances (procedures for guarding against defects before and during the execution of the work) and quality control (reviewing completed work, testing and inspection to determine if work complies with contract requirements) measures.
3. The meeting discussion between the TL/PM, EIC and Consultant Designer should focus on the project intent, project specifics, reconfirmation of contact names, staff roles and items pertinent to the Construction Phase of the project. Discuss the proper "chain-of-command" and copies / distribution lists. Chapter 8 Construction Phase Guidelines and BDC 37 Pre-Construction Meeting Agenda should be used as outlines for discussion items. Review optional services, number of site visits and milestones, etc. This meeting is recorded by the EIC in the BDC 36 or 36.1 Construction Management Plans. The BDC 37 Pre-Construction Meeting Agenda should be filed in the Construction / MeetingMinutes folder.

Note: Deciding that all email/paperwork has to go through the PM may cause unwarranted bottlenecks and untimely responses.

4. Consultant Projects:
 - a. Have a discussion on how the Consultant/Designer can add quality and value to the project during the construction phase.
 - b. Review and discuss the Work Order for this phase.
 - 1) Number of site visits (person days) and milestones for the project.
 - 2) Amount of time expected to be physically present on the job site.
 - 3) Lump Sum amount per day is recommended that would include a Not-to-Exceed total amount.
 - 4) The number of site visits can be supplemented in the future
 - 5) Use of BDC 151 Design Observation Report form on all site visits.
 - c. Discuss level and quality of submittal reviews.
 - d. Discuss optional services (if any).

Revision History:

<i>Rev</i>	<i>Date</i>	<i>Description</i>	<i>Reviewed by:</i>	<i>Approved by:</i>
0	06/23/10	Last revised date		
1	08/05/13	Section B 1 was revised to include BDC 36 and 36.1 forms	Parnett	Dostie
2	04/08/14	Mandatory Pre-awards for 40000 series, Q & M projects	Parnett	Parnett
3	03/23/15	Clarification to item 1 of the Pre-construction Meeting	Parnett	Parnett
4	01/08/2016	Added item 2 and 4a to Design / Construction Pre-Construction Meeting	Parnett	Parnett