

## Chapter 7 – Bid Phase Guidelines

### 7.1 GENERAL INFORMATION

#### **INTRODUCTION**

The Bid Phase starts once the project has been accepted by the OGS D&C Office of Project Control (OPC) and passed on to the OGS D&C Division of Contract Management (DCM). The OGS Team Leader / Project Manager (PM) may need to assist these offices in correcting or updating the bid documents or probable construction cost estimate.

The Consultant/Designer has a limited amount of responsibility during the bidding and award.

The Procurement Lobby Law prohibits providing any information related to the project during the restricted period (advertisement to award). If contacted by contractors, subcontractors, suppliers, plan sales houses, marketing firms, building, contractor and trade associations, the Consultant/Designer should refer them the PM who will then refer inquiries to the D&C designated contact persons

#### **DCM RESPONSIBILITIES**

DCM administers and coordinates the bidding process, coordinates printing and distribution of the bid documents, responds to bidder questions (with Consultant/Designer assistance), distributes addenda, receives bids, awards contracts and prepares contracts for construction.

#### **SUMMARY of CONSULTANT/DESIGNER RESPONSIBILITIES**

- C1** Design discipline's ongoing coordination
- C2** Respond to bidder questions in a timely manner
- C3** Prepare and coordinate addenda as applicable
- C4** Attend Pre-Bid Site Visit, if requested
- C5** Support for Pre-Bid Conference, if requested
- C6** Assist in bid evaluation, if requested
- C7** Attend Pre-Award Meeting, if requested
- C8** Attend the Design/Construction Pre-Construction Meeting
- C9** See DPM Chapters 7.2, 7.3, 7.4, 7.5 and 7.6 for more detailed information

## ***SUMMARY of PM RESPONSIBILITIES***

- P1** Ensure responses are made to bidder questions in a timely manner and that responses are appropriate
- P2** Confirm that an addenda is warranted and review / approve as applicable
- P3** Seek BUL approval when an addenda needs to be issued within 7 days to bid
- P4** Determine if any bid postponement is justified
- P5** Attend Pre-Bid Site Visit, when necessary
- P6** Support for Pre-Bid Conference, when necessary
- P7** Assist in bid evaluation, when necessary
- P8** Attend Pre-Award Meeting, when necessary
- P9** Attend the Design/Construction Pre-Construction Meeting
- P10** See DPM Chapters 7.2, 7.3, 7.4, 7.5 and 7.6 for more detailed information

## ***DESIGN DISCIPLINE'S COORDINATION***

Coordination between the architectural work, the engineering work, and the work of other involved designers and consultants for the project is an ongoing effort and should continue through the Bid Phase. As bidder and supplier questions arise, further coordination between disciplines may be required. Coordination during this phase does not, however, supplant the required coordination during the Construction Document Phase.

## ***BID PERIOD***

The standard bid period for most projects is four (4) weeks. The goal of the bid period is to provide sufficient time for the Contractor to review the bid documents, opportunity to attend Pre-bid Site Visits and adequate time for DCM to receive, distribute and respond to bidder questions. The duration from advertisement to bid opening is adjustable. Large, complex projects will generally require a longer duration; while a shorter duration may be required for projects with special schedule considerations. The PM should seek approval from the BUL when these durations are modified.

The postponement of a bid date may be necessary to address bidder questions and related addenda or multiple requests from bidder's asking for additional time to analyze the bid documents. When this occurs, the PM will need to discuss time extensions with the TL and BUL.

Pre-bid Site Visits should be scheduled one and one-half (1 ½) weeks or more prior to the bid date. An addendum that adds a significant amount of additional work, especially where prime Contractors will need to solicit proposals from additional sub-contractors, may require postponement of the bids.



**Revision History:**

<i><b>Rev</b></i>	<i><b>Date</b></i>	<i><b>Description</b></i>	<i><b>Reviewed by:</b></i>	<i><b>Approved by:</b></i>
0	01/06/09	Latest revision date		
1	08/05/13	Included PM responsibilities and other minor revisions	Parnett	Dostie
2	8/26/14	Included Procurement Lobby Law	Parnett	Ruppert