

## **Section 38 - Front End Documents**

A. Introduction – The Hampton Roads Sanitation District (HRSD) Commission has approved a set of front-end documents (advertisement through supplementary conditions) which must be used on HRSD construction projects. HRSD documents for use on Design-Bid-Build project deliveries and Design-Build project deliveries are based on the two versions of Engineering Joint Contract Documents Committee (EJCDC) standards. Verify with HRSD on which project delivery method is to be used along with the appropriate front-end documents. A complete set of the EJCDC documents for the traditional Design-Bid-Build project delivery is included at the end of this Section. The FIRM to coordinate with HRSD’s Project Manager and Contract Specialist for Design-Build project delivery and/or Construction Manager project delivery for the appropriate front-end documents.

### B. Responsibilities of the FIRM

1. Review the HRSD standard front-end documents.
2. Prepare a marked-up set of front end documents providing required input including selecting options and filling in blanks. Provide information for the specification cover, table of contents (including all specification sections and complete list of drawings) and bid schedule (for anything other than single lump sum contracts) in Word. Forward to HRSD’s Contract Specialist for final typing.
3. Verify the project title, CIP Project Number (if applicable) and the date appearing on the drawings. The date appears on the specification cover.
4. Prepare technical specifications and construction drawings that are coordinated with the front-end documents.
5. Provide plans and technical specifications to Contract Specialist for incorporation with front end documents.
6. The Bid Form document is no longer a part of the front-end documents.
  - a. Determine if lump sum or unit prices apply to this project. If unit prices apply, provide a bid summary sheet.
  - b. If Mobilization is to be included as a line item on the Bid Form, it shall be defined as not exceeding 6% of the total bid amount.
    - i. Clearly define this item on the bid summary sheet and in the measurement and payment section of the specs.
    - ii. Review mobilization bid item at all pre-bid meetings.
    - iii. Closely check each bid for conformance with this requirement.
    - iv. Review how the percentage of mobilization vs. demobilization should be applied on each project with HRSD’s Project Manager.

- v. Any variance from Mobilization as defined above shall be approved by HRSD's Project Manager. Do not cut and paste from past work!

C. Standard Front-End Documents are included at the end of this Section.

1. Project Specification Cover
2. Table of Contents
3. Advertisement for Bids
4. Instructions to Bidders
5. Questionnaire
6. Bid Bond
7. Agreement
8. Performance Bond
9. Payment Bond
10. Escrow Agreement (where applicable)
11. General Conditions of the Construction Contract
12. Supplementary Conditions

D. Specific Documents Requiring FIRM Input – The FIRM is responsible for preparing a specification cover sheet and table of contents, as well as the complete set of technical specifications and drawings. Specific input which must be provided to HRSD is listed below.

1. Advertisement for Bid – Fill in the following:
  - a. Project title
  - b. Project location
  - c. FIRM name and address
  - d. Bid time and date (work with the project manager to accomplish this based on Commission meeting schedule)

- e. Provide a brief general project description.
- f. Decide if pre-bid conference is required and establish the time, date, and location.
- g. If the project is being funded by the Virginia Clean Water Revolving Loan Fund (VCWRLF), contact HRSD's Project Manager for additional advertisement requirements.
- h. FIRM shall make recommendation on the use of partnering on this project.
- i. Work with Project Manager to set the advertisement date. HRSD usually advertises in the Sunday newspaper and will need advertisement by Noon on the Wednesday before to post the advertisement.

## 2. Instructions to Bidders

- a. Article -3 – Complete qualifications Bidder must possess in order to submit the bid. Coordinate with HRSD's Project Manager and Contract Specialist to establish these qualifications at the 90 percent design stage.
- b. Article -4 – If pre-bid conference is to be held, provide input.
- c. Paragraph 5.02.4 – Work with HRSD's Project Manager if Geotechnical Baseline Report/Geotechnical Data Reports are needed.
- d. Paragraph 5.03 – Work with HRSD's Project Manager if Other Site-related Documents are needed
- e. Paragraph 5.04.B – Work with HRSD's Project Manager if a site visit will be scheduled following the pre-bid conference.
- f. Article -14 –Identify basis of bid (-Lump Sum, Base Bid with Alternates or Unit Price)
- g. Article -23 – Work with HRSD's Project Manager to determine if state tax exemption will apply to this project.
- h. Article -26 – Leave in if Partnering is being considered.
- i. Article -25– Work with HRSD's Project Manager to see if there are any contracts to be assigned for this project.
- j. If VCWRLF funding is involved, coordinate with HRSD's Project Manager and Contract Specialist for additional required instructions to bidders. (Article 3 and 27)

### 3. Agreement

- a. Project Information – Provide project title.
- b. Article 1 – Update Project Description
- c. Article 2 – Provide official name of FIRM (Engineer).
- d. Paragraph -3.02 – Determine the time for Substantial Completion and Final Completion.
- e. Paragraph 3.03 – Work with HRSD’s Project Manager to see if there are any Milestones
- f. Paragraph -3.04 – Provide the liquidated damages amount and bonus (if applicable) for Substantial Completion and Final Completion. The FIRM must prepare a memorandum stating how the amounts were calculated and submit to the Contract Specialist prior to advertisement for construction bids as identified in Section 14 – “Coordination of Preconstruction Phase Issues” of these Standards.
- g. Article 4 – The Contract Specialist will complete this section when drafting the Agreement for the successful Bidder.
- h. Paragraph 7.01.A.5 – List number of Drawings and Project title.
- i. Paragraph 7.01.A.9 – List other exhibits to this Agreement, if needed

### 4. Supplementary Conditions

- a. No longer needed, standard will now be 4 copies
- b. Paragraph 5.03 – Provide the required information on reports of explorations and test of subsurface conditions.
- c. Paragraph 5.06 – Determine if asbestos, PCBs, petroleum, hazardous waste, or radioactive materials have been identified at the site.
- d. Paragraph 6.03.-H – Provide names and addresses for additional insureds on insurance policies.
- e. Paragraph 6.04.A Have HRSD’s Project Manager and Contract Specialist review with Director and Insurance Consultant if project will be over \$10 million. Provide dollar value if HRSD supplies equipment/material if cost is over \$100,000.
- f. Paragraph 7.07 – Select the appropriate option.

- g. Paragraph 7.-10 – Determine if the state tax exemption is applicable to this project and include or delete as appropriate.
- h. Paragraph 7.-13 – Determine if applicable and provide additional information.
- i. Paragraph 8.02 – Determine if other work will be performed at the site by others.
- j. Paragraph 10.03 – No longer needed, updated standard to have it as Engineer. Review and modify duties between RPR and Contract Administrator.

**End of Section**