

## **Section 14 - Coordination of Preconstruction Phase Items**

- I. Introduction – The following clarifications are presented for submittals and procedures during the preconstruction (bid advertisement / pre-award) phase of projects managed by the Design and Construction Divisions. HRSD uses electronic business processes and systems as well as online construction bid advertisement and bid receipt. This Section does not address specific means of interfacing with HRSD's Enterprise Project Management (Unifier) system and HRSD's Online Oracle Enterprise Resource Planning (ERP) system, rather general requirements.
- II. Coordination with Engineering Contract Specialist - The following are to be provided to the Contract Specialist prior to construction bid advertisement:
  - A. Updated Opinion of Probable Construction Cost (OPCC) as prepared by the FIRM [*to be provided a minimum of 10 business days prior to the bid release date as agreed to with the HRSD Contract Specialist*]. (HRSD Project Manager needs these items for review in order to submit in Unifier for Chief approval).
  - B. Justification (letter or memorandum) for established liquidated damages [*to be provided a minimum of 10 business days prior to the bid release date as agreed to with the HRSD Contract Specialist*]. (HRSD Project Manager needs these items for review in order to submit in Unifier for Chief approval).
  - C. Redline markups of the EJCDC front end sections to the Bid Documents [*to be provided a minimum of 10 business days prior to the bid release date as agreed to with the HRSD Contract Specialist*]. (HRSD Project Manager needs these items for review in order to submit in Unifier for Chief approval).
    1. The FIRM shall request the current version from the HRSD Project Manager.
    2. The Contract Specialist will make appropriate revisions to the referenced sections.
  - D. Word Document of the Table of Contents including Technical Specifications and Drawings List [*to be provided a minimum of 10 business days prior to the bid release date as agreed to with the HRSD Contract Specialist*]. (HRSD Project Manager needs these items for review in order to submit in Unifier for Chief approval).
  - E. Bid form (or suggested bid items) matching the OPCC and Technical Specifications. For Unit Price Bids must have a Measurement and Payment technical specification and for Lump Sum Bids will have a

Schedule of Values or a Measurement and Payment technical specification section (quantities must match on bid form and OPCC). *[to be provided a minimum of 10 business days prior to the bid release date as agreed to with the HRSD Contract Specialist]. (HRSD Project Manager needs these items for review in order to submit in Unifier for Chief approval).*

- F. PDF version of Bid Documents (all volumes) *[to be provided a minimum of 7-10 business days prior to the bid advertisement date as agreed to with the HRSD Contract Specialist]. (HRSD Project Manager needs these items for review in order to submit in Unifier for Chief approval).*
- G. Copies of all addenda to be provided to the Contract Specialist as soon as available by the FIRM for distribution to Plan Holders via HRSD's Online Oracle ERP system *[to be provided no later than 2 business days prior the scheduled Bid opening to the HRSD Contract Specialist] (approved by the HRSD Project Manager).*
  - 1. Any addenda issued less than two business days prior to the bid opening will be to extend the bid date.

**End of Section**

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