

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 Departments. 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, but rather general requirements. This section should be cross-referenced with Section 39.
- 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 10-14 business days prior to the bid release date as agreed to by the HRSD Contract Specialist*]. (*HRSD Project Manager needs these items for review in order to submit in Unifier for Director approval*).
 - B. Justification (letter or memorandum) for established liquidated damages [*to be provided a minimum of 10-14 business days prior to the bid release date as agreed to by the HRSD Contract Specialist*]. (*HRSD Project Manager needs these items for review in order to submit in Unifier for Director approval*).
 - C. Redline markups of the EJCDC front end sections to the Bid Documents *to be provided a minimum of 10-14 business days prior to the bid release date as agreed to by the HRSD Contract Specialist*. Note that the *HRSD Project Manager needs these items for review in order to submit in Unifier for Director approval and ensure all sections are completed accordingly to minimize bid delay*.
 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 10-14 business days prior to the bid release date as agreed to by the HRSD Contract Specialist*]. (*HRSD Project Manager needs these items for review in order to submit in Unifier for Director approval*).
 - E. Bid form (or suggested bid items) matching the OPCC and Technical Specifications. For Unit Price Bids, the bid must have a Measurement and

Payment technical specification, and for Lump Sum Bids, it will have a Schedule of Values or a Measurement and Payment technical specification section (quantities must match on the bid form and OPCC). *[to be provided a minimum of 10-14 business days prior to the bid release date as agreed to by the HRSD Contract Specialist]. (HRSD Project Manager needs these items for review in order to submit in Unifier for Director 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 by the HRSD Contract Specialist]. (HRSD Project Manager needs these items for review in order to submit in Unifier for Director 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 two, but preferably five, 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 as approved by the Chief Engineer.

H. Prior to the bid opening date, the FIRM shall create a response to the solicitation in ERP and shall enter the most recent OPCC, providing each bid item on the online bid form.

III. Coordination with the Design and Construction Director and Project Manager - The following is to be provided to the Director and Project Manager prior to contract award.

A. A bid recommendation letter.

IV. Attachments:

A. Sample Bid Recommendation Letter

End of Section