

## **Section 39 - Front End Documents**

- I. 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, Design-Build project deliveries, and Construction Manager project deliveries are based on the three versions of the Engineers 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 (please ask the HRSD Project Manager for the current version). The FIRM to coordinate with HRSD’s Project Manager and HRSD Contract Specialist for Design-Build project delivery and/or Construction Manager project delivery for the appropriate front-end documents.
  
- II. Responsibilities of the FIRM
  - A. Review the HRSD standard front-end documents.
  - B. 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 a complete list of drawings), and bid schedule (for anything other than single lump sum contracts) in Word. Forward to the HRSD Project Manager for review, then forward to the HRSD Contract Specialist for final typing.
  - C. Verify that the Project title, CIP Project Number (if applicable), and the date (month and year) on the drawings and technical specifications match the CIP worksheet. The date (month and year) of the advertisement appears on the specification cover.
  - D. Prepare technical specifications and construction drawings that are coordinated with the front-end documents.
  - E. Provide the approved plans and technical specifications to the Project Manager to submit to the HRSD Contract Specialist for incorporation with front end documents.
  - F. The Bid Form document is no longer a part of the front-end documents.
    1. Determine if lump sum or unit prices apply to this Project. Provide a bid summary sheet and verify unit of measurements match the Opinion of Probable Construction Cost, and Measurement and Payments or Schedule of Values technical specifications section.

2. 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. For lump sum bids, mobilization shall be incidental to the lump sum bid amount and not a separate line item.
  - a. Clearly define this item on the Bid summary sheet and in the Measurement and Payment section of the technical specifications.
  - b. Review mobilization Bid item at all pre-bid meetings.
  - c. Closely check each Bid for conformance with this requirement.
  - d. Review how the percentage of mobilization vs. demobilization should be applied on each project with the HRSD Project Manager.
  - e. Any variance from Mobilization as defined above shall be approved by the HRSD Project Manager. Do not cut and paste from past work!

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

- A. Project Specification Cover
- B. Table of Contents
- C. Advertisement for Bids
- D. Instructions to Bidders
- E. Questionnaire
- F. Bid Bond
- G. Agreement
- H. Performance Bond
- I. Payment Bond
- J. Escrow Agreement (where applicable)
- K. VCWRLF Requirements (where applicable)
- L. WIFIA Requirements (where applicable)
- M. Standard General Conditions of the Construction Contract

N. Supplementary Conditions

IV. 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 that must be provided to HRSD is listed below.

A. Advertisement for Bid – Fill in the following:

1. Project title and CIP Number (if applicable)
2. Project location
3. FIRM name and address
4. Bid time and date (work with the HRSD Project Manager and HRSD Contract Specialist to accomplish this based on Commission meeting schedule and other active solicitations).
5. Provide a brief general project description.
6. Decide if pre-bid conference is required and establish the time, date, and location.
7. Work with the HRSD Project Manager and HRSD Contract Specialist if VCWRLF and/or WIFIA program requirements should be included.
8. Work with the HRSD Project Manager and the HRSD Contract Specialist to set the advertisement date. HRSD usually advertises on Monday using HRSD's Website, HRSD's Enterprise Resource Planning (ERP) system, and Virginia's eProcurement Marketplace (eVA) system.

B. Instructions to Bidders

1. Article -3 – Complete qualifications Bidder must possess to submit the bid. Coordinate with the HRSD Project Manager to establish these qualifications at the 90 percent design stage. Work with the HRSD Project Manager if VCWRLF and/or WIFIA program requirements should be included.
2. Article 4 – If a pre-bid conference is to be held, provide input.
3. Paragraph 5.02.A.4 – Work with the HRSD Project Manager if Geotechnical Baseline Report/Geotechnical Data Reports are needed.

4. Paragraph 5.03 – Work with the HRSD Project Manager if Other Site-related Documents are needed
5. Paragraph 5.04.B – Work with the HRSD Project Manager if a site visit will be scheduled following the pre-bid conference.
6. Article 14 – Identify basis of bid (Lump Sum, Base Bid with Alternates or Unit Price and Allowance)
7. Article 23 – Work with the HRSD Project Manager to determine if state tax exemption (Projects that are for abating or preventing air or water pollution) will apply to this Project.
8. Article 25– Work with HRSD’s Project Manager to see if there are any contracts to be assigned for this Project.
9. Article 26 – Leave in if Partnering is being considered.
10. Article 27 – Work with the HRSD Project Manager if VCWRLF and/or WIFIA program requirements should be included.

C. Questionnaire

1. Number 16 and Number 17 – Work with HRSD’s Project Manager if VCWRLF and/or WIFIA program requirements should be included.

D. Agreement

1. Project Information – Provide project title.
2. Article 1 – Update Project Description.
3. Article 2 – Provide the official name of FIRM (Engineer).
4. Paragraph 3.02 – Determine the time (days or dates) for Substantial Completion and Final Completion.
5. Paragraph 3.03 – Work with HRSD’s Project Manager to see if there are any Milestones.
6. 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 HRSD’s Contract Specialist before

advertisement for construction bids as identified in Section 14 – “Coordination of Preconstruction Phase Issues” of these Standards.

7. Article 4 – The HRSD Contract Specialist will complete this section when drafting the Agreement for the successful Bidder.
8. Paragraph 7.01.A.7 – List number of Drawings and Project title.
9. Paragraph 7.01.A.11– List other exhibits to this Agreement, if needed

E. Supplementary Conditions

1. Paragraph 5.03 – Provide the required information on reports and/or drawings of explorations and test of subsurface conditions.
2. Paragraph 5.06 – Determine if asbestos, PCBs, petroleum, hazardous waste, or radioactive materials have been identified at the site and provide the required information on reports and/or drawings.
3. Paragraph 6.03.H – Provide names and addresses for additional insureds on insurance policies.
4. Paragraph 6.04.A – The HRSD Project Manager and HRSD Contract Specialist will review with the Chief Engineer and Insurance Consultant if project will be over \$10 million, including some items in 6.03.M. Provide dollar value if HRSD supplies equipment/material if cost is over \$100,000. .
5. Paragraph 7.07.A – Select the appropriate option.
6. 7.10.B – Consult with HRSD Project Manager to determine if the state tax exemption (for projects that aim to abate or prevent air or water pollution) applies to this project and include or delete it as appropriate.
7. Paragraph 7.13.G.1 – Provide information.
8. Paragraph 8.02.A – Determine if other work will be performed at the site by others.
9. Paragraph 10.03.C – Review and modify duties between Resident Project Representative (RPR) and Contract Administrator.

V. Attachments

- A. EJCDC 2018 Front End Documents
- B. Table of Contents
- C. Tax Exemption Procedure for Pollution Control Equipment

**End of Section**