

Section II - 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. These documents are based on the Engineering Joint Contract Documents Committee (EJCDC) standards. A complete set of these documents is included at the end of this Section.

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. Please 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 Revolving Loan Fund (VRLF), 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 4 – 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 7 – If pre-bid conference is to be held, provide input.
- c. Article 15 – Identify basis of bid (Unit Price or Lump Sum)
- d. Article 24 – Work with HRSD's Project Manager to determine if state tax exemption will apply to this project.
- e. Article 30 – Leave in if Partnering is being considered.
- f. Article 31 – Work with HRSD's Project Manager to see if there are any contracts to be assigned for this project.
- g. If VRLF funding is involved, see HRSD's Project Manager for additional required instructions to bidders.

3. Agreement

- a. Article 2 – Provide project title.
- b. Article 3 – Provide official name of FIRM.
- c. Paragraph 4.02 – Determine the time for substantial completion and final completion.
- d. Paragraph 4.03 – Provide the liquidated damages amount and bonus (if applicable) for substantial and final completion. The FIRM must prepare a memorandum stating how the amounts were calculated.

- e. Article 5 – The Contract Specialist will complete this section when drafting the Agreement for the successful Bidder.
- f. Paragraph 9.01.A.8 – List number of Drawings and Project title.

4. Supplementary Conditions

- a. Paragraph 2.02 – Provide information on drawings to be furnished to the Contractor. Consider whether the plans and/or specifications will be provided in paper as well as digital format.
- 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.G – Provide names and addresses for additional insureds on insurance policies.
- e. Paragraph 6.05.A – Provide dollar value.
- f. Paragraph 7.06 – Select the appropriate option.
- g. Paragraph 7.09 – Determine if the state tax exemption is applicable to this project and include or delete as appropriate.
- h. Paragraph 7.12 – 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 – Select the appropriate option.

End of Section