



Facilities Planning Policy & Procedure # 5

TITLE **CONSTRUCTION MANAGER BIDDING PROCEDURES**

OBJECTIVE & PURPOSE To assure FAU personnel participation and appropriate documentation of the bidding process of Construction Management Contracts

RESPONSIBILITY **ACTION**

- PROJECT MANAGER**
- ◆ Discuss bidding schedule with CM and establish payment schedule for A/E for bidding phase payments. Bid packages must be advertised a minimum of seven (7) days prior to opening for major projects.
 - ◆ Review CM procedures for prequalification for trade contractors.
 - ◆ Provide written response to CM request to Self-Perform work. Approval shall be based on **“FAU Guidelines for Self Performance of Work on Construction Management Project” (Attachment “A”)**.
 - ◆ Attend bid openings for each bid package and sign (witness) bid tab sheet. Arrange to have AE of record attend bid openings. AE, CM and PM are to sign each bid tab sheet.
 - ◆ Obtain a copy of **Bid Tabulation Sheet (Attachment “B”)** for each bid package, signed by all appropriate representatives (FAU, CM and AE).
 - ◆ Obtain letter of recommendation for each bid package from CM that states basis of selection, and has been approved and countersigned by the AE of record.

NOTE:
It is the responsibility of the PROJECT MANAGER or Designee to attend bid openings for each bid package and to obtain the required documentation for the University’s project file.

REFERENCE: ◆ FAU Agreement Between Owner & Construction Manager, Paragraph 2.2

ATTACHMENT: ◆ **FAU Guidelines for Self Performance of Work on Construction Management Projects – Attachment “A”**
◆ **FAU Bid Tabulation Sheet – Attachment “B”**
◆

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APPROVED:	Vice President	Assistant V.P.	Director

FAU GUIDELINES FOR SELF PERFORMANCE OF WORK ON CONSTRUCTION MANAGEMENT PROJECTS

These procedures are to be followed for any work which is neither included in the CM's fee, or competitively bid.

Paragraph 2.2 of the Agreement Between Owner and Construction Manager provides, "Unless otherwise authorized by the Owner, all Work shall be performed under Trade Contracts held by the Construction Manager. The Construction Manager shall not bid on any of the Trade Contractor Work or perform such Work with its own forces without the prior written consent of the Owner."

PRIOR CONSENT

The Construction Manager must make its request to self-perform work to the university. If the university concurs, the Project Manager shall send written authorization to the Construction Manager.

Consent may be given either:

- 1) for the CM to bid on a specific portion of the Work, or
- 2) for the CM to submit a proposal for self-performance of the Work, together with three quotes from other contractors for performance of that same Work. If the CM is unable to secure three quotes due to insufficient trade contractor interest, the CM shall provide documentation of its efforts to secure the required quotes.

Items which will be considered for self-performance include, but are not limited to:

- 1) General Condition items.
- 2) Work for which sufficient scope does not exist to attract trade contractor interest, or for which the schedule for the Work spans a time period which is sporadic and broken over the duration of the Project.
- 3) Work which must be performed to eliminate safety violations or remedy emergency conditions.
- 4) Unforeseen Work for which the timing has significant and negative impact on the schedule of the project, or Work for which the Owner mandates an accelerated schedule to complete components parts of the Project (circumstances such as completeness of architectural drawings, time required to generate appropriate bid packages, and change order liability will be considered).
- 5) Portions of the Work for which the CM has a proven track record of performing such Work, and for which the participation by the CM would be advantageous to the Owner.

ATTACHMENT "A"

FAU BID TABULATION SHEET

PROJECT NAME: _____ PROJECT NUMBER: _____

BID OPENING TIME: _____

BID OPENING DATE: _____

BIDDER	LICENSE NUMBER	ALTERNATE 1 BASE BID	ALTERNATE #1	ALTERNATE #2	ALTERNATE #3	BASE BID PLUS ALT.	ADDENDUM VERIFIED

BID OPENED BY: _____ BID OPENING WITNESSED BY: _____
 _____ Architect/Engineer

_____ University Representative

We hereby submit and recommend _____ to be our subcontractor for furnishing _____
 for the referenced project. The budget from the GMP Cost Summary is: Line Item _____ Amount \$ _____

_____ Construction Manager **ATTACHMENT 'B'**