

## Coordination

A General Contractor's Viewpoint  
Presented by  
Chris Morton, CPE, LEED® AP  
Howell Construction

A Specialty Contractor's Viewpoint  
Thoughts from  
Nick Miller, L.P.R. Construction Co.

AGC/C Specialty Contractors Council  
6/8/2011

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## Overview

- Bid Documents
- Requests for Information (RFI's)
- Taxes
- Scope
- Bid Day
- After Bid Day

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## Bid Documents

- Full set
- Responsible for entire set
- Review early and develop questions

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## Bid Documents (Continued)

- General Requirements
  - Alternates
  - Schedule
  - Insurance
  - Submittals
  - Testing
  - O&M manuals
  - As-built drawings

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## Requests for Information (RFI's)

- In writing
  - Complete information
    - Spec sections
    - Drawing numbers
    - Detail/Section numbers
  - Readable
  - Good grammar

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### Requests for Information (Continued)

- Easy for GC to submit to Architect
- At least 3 days before bid

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### Taxes

- Learn correct rates
  - Published in January and July
  - State tax is 2.9%
  - RTD and associated taxes are 1.2%
  - GC often pays use tax with permit
- Call GC before bid day
- GC not responsible to give you tax rates

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### Scope

- In advance
- Company information
  - Company name
  - Contract name – typed or printed
  - Phone number
- Project name
- Spec sections

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### Scope (Continued)

- Drawings
- Addenda, RFIs, etc.
- % of tax included
- Inclusions
- Clarifications
- Exclusions

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### Scope (Continued)

- Substitutions
- Lead times
- Terms
  - FOB jobsite
  - Furnished and installed
  - Installed only
  - Length of time bid is valid
  - Payment terms/deposits

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### Scope (Continued)

- Required alternates
  - Numbered per plans and specs
  - Description
  - Adds or deducts
- Contractor alternates/Value Engineering
- Special Contractor status (MBE, WBE, etc.)
- Fax cover sheet showing number of pages

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### Scope (Continued)

- Contact GCs early to find out if they have a preferred method for delivering your bid
  - Fax
  - Email
  - Pony Express (Hand Delivered)
- Verify fax number/email address and to whose attention

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### Bid Day

- If you have already sent scope, send only
  - Scope changes
  - Pricing
- If not, send complete scope with pricing
  - Hand deliver
  - Fax
  - Email

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### Bid Day (Continued)

- Verify that GC received your bid
- Be available to answer questions
- Don't call GC right after bid

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### After Bid Day

- Don't pull your bid
- Don't pester the GC for bid results
- Don't participate in bid shopping

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### Overview

- Invitation to Bid (2 types)
- Bid Documents
- Requests for Information (RFI's)
- Scope
- Bid Day
- After Bid Day

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### Invitation to Bid

- GC Negotiated or GC List
- Prequalification
- Competition
- Timeframe to Bid
- Access to Bid Documents

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### Bid Documents

- Access to Documents
- Include Instructions
- Review and Develop Questions
- Scope of Work – “Included whether shown or not”?
- Schedule
- Contract Review

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### Requests for Information RFI's

- Enough Time to Develop
- Progress of the Drawings Directly Relates to the Number of RFI's
- Answers – Quick and Clear
- Modifying Qualifications/Specifications

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### Scope

- Who is Clarifying Scope? – GC or Sub
- Send Early
- Specific – Not too long, Not too short
  - Attention to:
  - Include details, locations, etc.
- Include Qualifications, Special Conditions
  - Contract Exceptions
  - Items in Specs and Instructions

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### Scope

- Include Scheduling Information
  - Basic Information vs Detailed Breakdown
  - Clarifications if needed
- GC's Give Feedback
- Something to Hide? Why?
  - Give detailed information?
  - Give vague information?
  - Trust with whom information is given

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### Bid Day

- Timing of Sending Pricing
  - Trust with whom pricing is being sent
- Change in Pricing?
- Sending Scope and Price
  - Email – becoming more prominent
  - Fax – standard acceptable
  - Hand Deliver – when required

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### Bid Day

- GC's Need to be Accessible
  - Confirm scope was received and acceptable
  - Confirm pricing was received

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### After Bid Day

- How Will Project be Awarded?
  - GC Negotiated or GC List
  - GC's be clear early on about the process
  - Public opening vs private opening
  - Interview/Scope Review process
- GC's Need to Return Phone Calls
  - No News is...just frustrating

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## Summary

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- Requests for Information (RFI's)
- Taxes
- Scope
- Bid Day
- After Bid Day

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## Questions?

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