

PART II - BIDDING DOCUMENTS

A. Documents Bid Through Department of Construction Management

1. The Office of Facilities Project Administration has a draft set of General Conditions (GC's). It should be noted that these are periodically revised. The Architect / Engineer (A/E) may review to become familiar with the terms and conditions of the Construction contract. This will hopefully prevent conflicts between the A/E's technical specifications and the GC's. Please note that when conflicts do occur, the GC's and Special Conditions (SC's) take precedence over the technical specifications. The GC's are NOT to be edited or altered in any way by the A/E.
2. See the Office of Facilities Construction Management for a copy of the Special Conditions Library. These Special Conditions are to be edited by the A/E and augmented as necessary. The SC's take precedence over the GC's when conflicts occur between the two Sections. The SC's cover most of the items in Division 1. A/E's shall coordinate the use of Division I Specifications sections with the University General Conditions and Special Conditions. The Project Manager and the Department of Construction Management (DCM) shall review and approve these sections prior to final printing. If Division 1 is used, these sections do not take precedence over the GC's and SC's.
3. COORDINATION BETWEEN GENERAL CONDITIONS, SPECIAL CONDITIONS AND TECHNICAL REQUIREMENTS:
 - i. The A/E shall thoroughly review the GENERAL CONDITIONS & SPECIAL CONDITIONS to insure that his consultants are completely familiar with these portions of the project manual to avoid conflicts with technical specifications. Contact the Office of Facilities Construction Management for the General Conditions and library of Special Conditions.
4. As part of the bidding process, the Project Manager is responsible for submission of the "check off list" to Construction Management. A copy of the "Check Off List" is in the Standards Details Section of this Manual. At 90% Design Document completion, the A/E shall be responsible for the 90% cost estimate, and the Soil Erosion and Sediment Control permit. At 100% Design Document Completion, the A/E shall have obtained the DCA release of plans and specifications, list of no more than four add-

alternates, a one page statement of the work, list of owner-furnished equipment and items for "Not in Contract" and the A/E's 100% cost estimate. The A/E's estimates must be done in the CSI format.

5. Just prior to printing the final specifications for bidding, the A/E is to schedule a meeting with the Administrative Assistant from DCM to receive instructions on inserting the most recent set of Instructions to Bidders (IB), Contract Forms, and General Conditions into the documents. The A/E shall be required to have a statement of work (limited to one page), a form for pricing the alternates, and the number of consecutive calendar days to be given to construct the project. The A/E is not to make any changes to DCM's standard boilerplate and General Conditions without exclusive permission of DCM. The A/E shall provide the University with a list of acceptable contractors.
6. The final copy should be paginated before printing by the A/E.
7. For final printing, specifications must be printed double sided. Each new Section or Division should start on the right hand side of the book. Pages shall be colored coded as follows:

Plumbing	- Pink
HVAC	- Blue
Electrical	- Green

The front and back covers to the specifications shall be 60 lb. weight or heavier with three holes punched in the left-hand side and bound with aluminum screw posts.