

*The Subcontractors Academy is brought to you by:*



## Contract Management Department

In partnership with



**U.S. HISPANIC CONTRACTORS  
ASSOCIATION DE AUSTIN**





# Subcontractors Academy - Goals

1. Ensure all interested subcontractors have access to information, resources and tools they need to be successful in their City contracts.
2. Provide subcontractors an opportunity to network with, and learn alongside, government contracting officials to gain a better understanding of the City processes, roles, and responsibilities associated with City government contracting.





**Contract Management Department**

## **Subcontractors Academy**

# **Understanding COA's Bid Documents**

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Marisol Claudio-Ehalt, Program Consultant  
City of Austin – Contract Management Department*

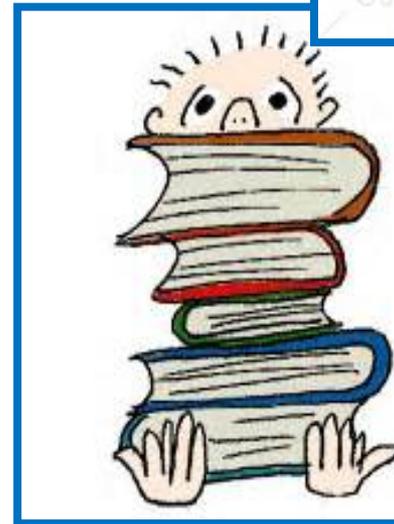
*This Month's Featured Speaker:*  
G. Jay Ulary, PE PMP  
Quality And Standards Management Division  
Public Works Department

May 28, 2014

# Understanding COA's Bid Documents

## Class Objective

- Bid documents, specifications, contracts and plans are integral parts of the construction process. This documentation can often be overwhelming to interpret, particularly for those who infrequently deal with these items.
- Today's class highlights key elements of the City's solicitation bid package so that you can have a better understanding the City's Contract Documents.



# Every Solicitation Must Contain...

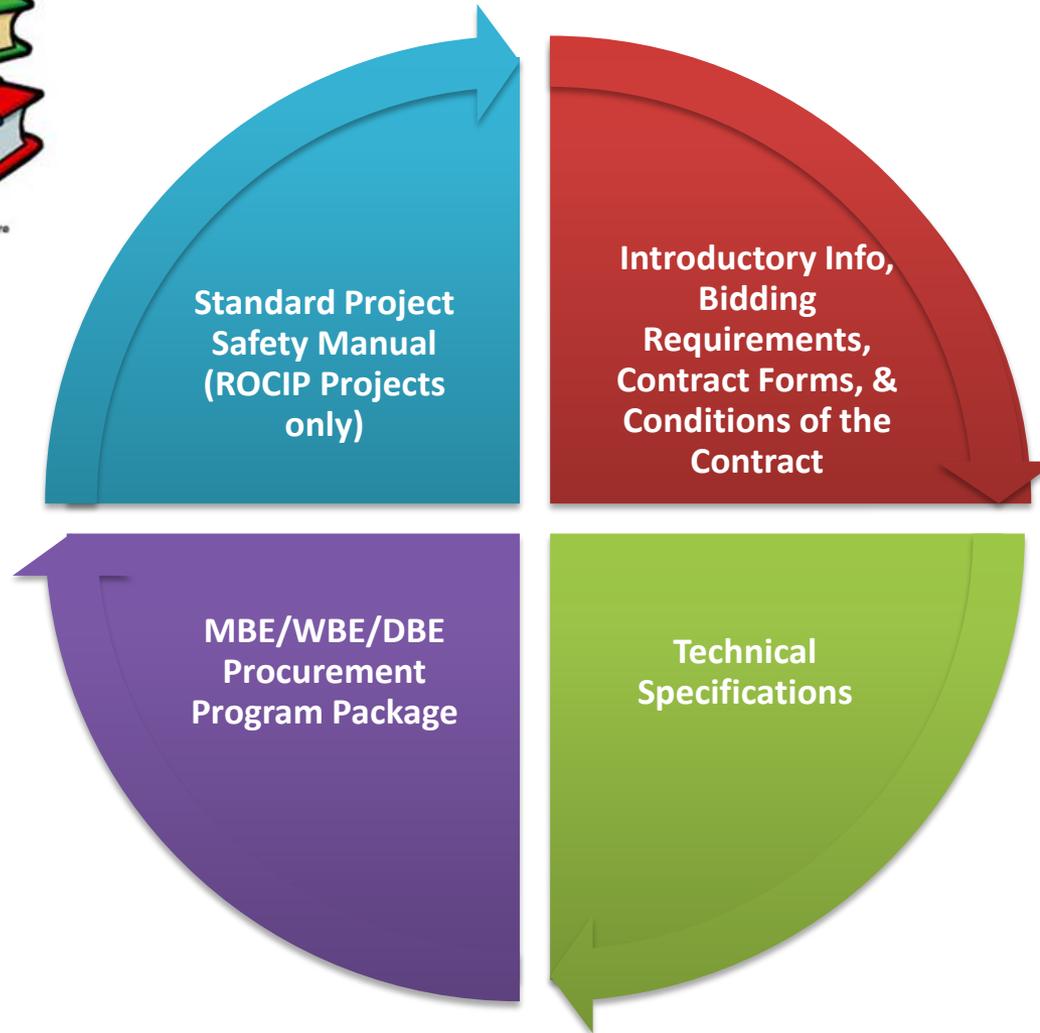
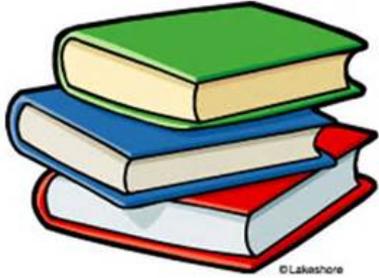


- Formal Invitation
- Instructions to bidders
- The closing date
- Contract award criteria
- Definition of size and scope
- Comprehensive specifications
- Conditions of contract and change
- How to deal with variations
- Termination clauses
- Instructions for return of bid
- Pricing document

# The Basic Relationships Among the Various Documents

| Construction Documents   |                                  |                          |   |                          |         |                        |
|--|----------------------------------|--------------------------|---|--------------------------|---------|------------------------|
| Bidding Documents  |                                  |                          |   |                          |         |                        |
| Typical Project Manual   |                                  |                          |   |                          |         |                        |
| Bidding Requirements   | Contract Forms                   | Contract Conditions      | Specifications  | Plan Drawings            | Addenda | Contract Modification  |
| Bid Invitation   | Agreement                        | General Conditions       | Division 01<br>General Requirements                   | Working Drawings         |         | Contract Change Orders |
| Instructions   | Performance Bond                 | Supplementary Conditions | City Standard<br>Technical Specifications             | Civil                    |         | Change Directives      |
| Information Available  | Payment Bond<br>(Labor/Material) |                          | Special Provisions to City<br>Standard Specifications | Architectural            |         | Minor Changes          |
| Bid Forms and Attachments  | Certificates                     |                          | Division 02-16<br>Technical Specifications            | Structural               |         |                        |
| Bid Security Forms   |                                  |                          |   | Mechanical<br>Electrical |         |                        |
| When Owner-Contractor Agreement is signed, these become CONTRACT DOCUMENTS |                                  |                          |   |                          |         |                        |

# City of Austin's Typical Project Manual





# Invitation for Bids - Section 00020

The **Invitation for Bids Section 00020** is used to communicate to all prospective bidders the nature, intent, and location of the work and the authority under which it originates, together with the time, manner, and place in which bids are to be received.

*The information contained in this section can also be of great value to subcontractors. Things such as: project scope, where to find the bid documents and minimum wage rates, bids' due date, project timeline, site visit opportunity, etc.*



## Typical language found in this section, include:

1. The work consists of...
2. Bid documents may be obtained at One Texas Center, 505 Barton Springs Road Suite 1045, Austin TX 78704. Copies will be available in CD format at no cost.
3. Sealed bids will be received at the Contract Management Department, 105 W Riverside Dr. Suite 210 Austin TX 78704 and then publicly opened and read out loud in suite 210 Conference Room.
4. ALL BIDS ARE DUE PRIOR TO...
5. ALL COMPLIANCE PLANS ARE DUE PRIOR TO...
6. BIDS WILL BE OPENED AT...
7. Minimum wage rates have been established and are found in...
8. Contract Time is of essence and all work shall be substantially completed within \_\_\_ Calendar Days after date specified in the Notice to Proceed
9. Mandatory/Non-mandatory Pre-Bid conference (and Site Visit) will be held on...

## **10. AUTHORIZED CONTACT PERSONS**

# 00100 Instructions to Bidders

The following information is contained in the **Instructions to Bidders Section 00100:**

1. Preparation of Bid
2. Estimates of Quantities
3. Drawings, Project Manual and Site
4. Bid Guaranty
5. Performance and Payment Bonds
6. Consideration of Bid Amount
7. Submission of Bid
8. Withdrawal of Bid
9. Rejection of Bids
10. Protest Procedures
11. Submission of Post Bid Information
12. Award and Execution of Contract
13. Partnering
- 14. ROCIP Requirements \*\*\*\***
15. Signature Requirements
16. Super Prompt Payment Program

- These instructions review the requirements that COA has setup for the form and content of the bids, and prescribe certain procedures with which the Bidders are required to conform.
- Failure to comply with such instructions can result in a contractors' bid not being accepted.



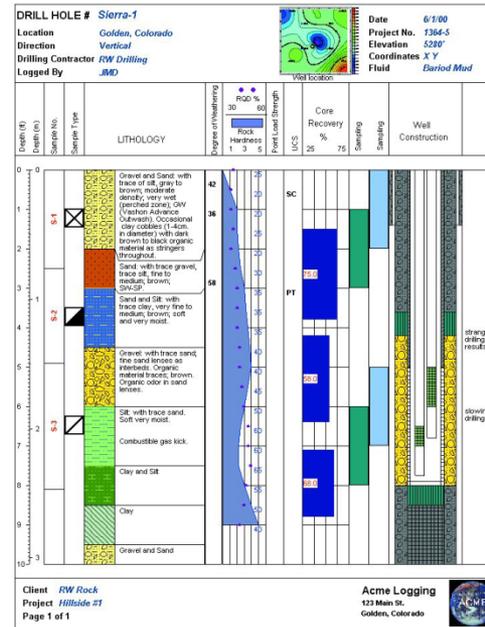
*Things of interest to subs may include: Vendor Registration, Sales Tax Exemption, Anti-Lobbying, Payment Bond, ROCIP, and others.*



# Information Available to Bidders

## Section 00220

The **Information Available to the Bidders** consists of Geotechnical Data report, Soil Boring Information, and existing conditions description for contractors review.



*Depending on the trade, this info may be of interest to subs. For example, Geotechnical reports'/data are important to the excavating subs. Will you be excavating rock or softer material?*



# Bid Form

## Section 00300U or 00300L

The **Bid Form** is the written offer, tendered by Bidder to COA, which stipulates the price for which the contractor agrees to perform the work described by the contract documents. Sometimes the Bid form is called “Bid Proposal.”

The standardized bid form provided in the bid package is necessary so that all bids will be presented and evaluated on the same basis.



# Unit Price Contract

If **Unit Prices** are included as part of the bid form; the Bidder is required to submit a price which includes all labor, material, equipment, overhead, profit and subs' costs associated with performing the work.

*The responsibility of both Primes and Subcontractors regarding Unit Prices is to ensure all items are accounted for including overhead and profit. And to ensure no alterations or conditions are included in the bid submitted.*

Example:

## **Item 602 Sodding for Erosion Control**



This item shall consist of furnishing, hauling, and placing approved live sod on prepared areas in accordance with this specification at the locations shown in the plans or as directed by the engineer.

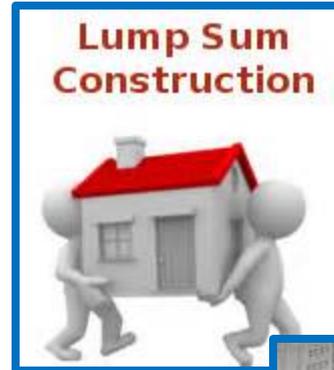
Besides obtaining, delivering and laying the sod; did you include fertilizers, water and general care for the sodded areas until final inspection and acceptance?



# Lump Sum Contract

If the project is a Lump Sum Contract, the price submitted is to construct all of the work depicted in the Project Manual and on the plans.

The price includes all labor, material, equipment, overhead, profit and subs' costs associated with performing the work.





# 00400 Statement Of Bidders Experience

If Section **00400 Statement of Bidders Experience** is included as part of the bid documents; the City will consider the experience in evaluating who to award the Contract for the project.

## Attachment E - Specific Construction

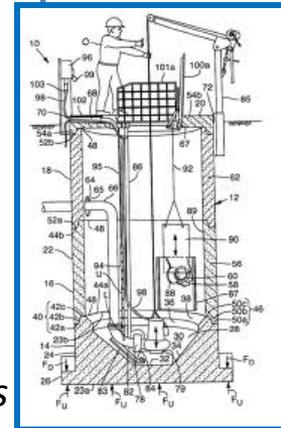
Experience. The experience of the Prime or Subcontractor (depending upon who is actually doing the work) must be submitted for evaluation.

*Example:*

*Lift Station and Wastewater Improvements project.*

*Specific Project Experience requirements are to specifically include **Lift Station, Jacking and Boring Pipe, Erosion Control and Re-vegetation.***

*Minimum of 3 successfully completed projects completed within the past 5 years of comparable to the size, scope and/or complexity .*



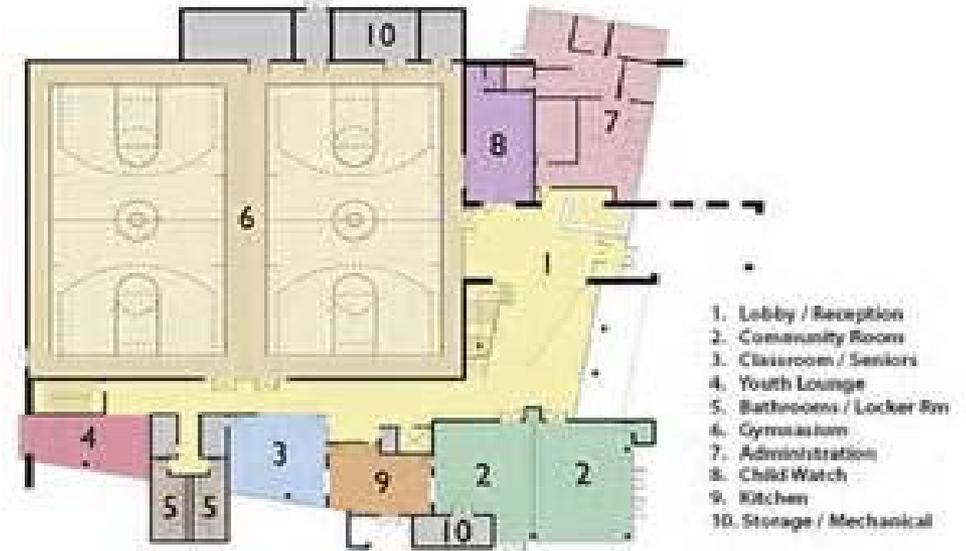


**Alternates** are called out in the Bid Form and defined in Section 01030. This section will establish the procedure for determining if an alternate is accepted or not.

An alternate can

- Add Scope or work to the project.
- Allow the OWNER to evaluate alternative materials or methods of Construction.

# Alternates



Example:  
Gym Flooring at Recreation Center.  
Wood vs. Synthetic/Rubber vs. Green?  
**Impacts flooring subcontractors' quotes.**

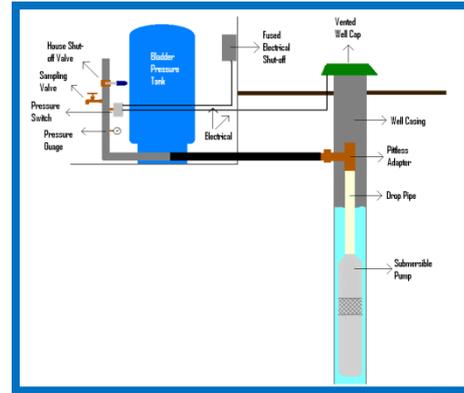


# Allowances

**Allowances** are called out in the Bid Form and defined in Section 01020.

Price for allowances is the same in the Bid Form for all Bidders.

Allowances have been established in lieu of additional requirements and to defer selection of actual materials and equipment to a later date when additional information is available for evaluation.



**Example:**  
Pool Renovation Project.  
Since the full scope of well repairs is not known until an assessment of the pumps is conducted. The Solicitation includes a \$75K allowance for the work. The City will then issue a Request for Proposal when the specific requirements have been developed.



# Agreement

## Section 00500

An example of the **Agreement Between Owner and Contractor** is provided so that the Contractor understands that once the Contract is awarded, the Agreement will be filled out with the specifics of the Project and executed by both the OWNER and the Contractor.



# Conditions of the Contract Sections 00700 and 00810

- **General Conditions (00700)** define the basic rights, responsibilities and relationships of all parties involved in the construction process.
- The **Supplementary Conditions (00810)** modify the **General conditions to meet specific requirements for the project**, They reflect the peculiarities and special needs of a specific job.

These are the terms and Conditions of the Contract. These are in the Project Manual so that the Bidders take this into account in preparing the Bid.

**Very Important to read and understand**

*Some of these Terms and Conditions are required of Subcontractors*



# 00830 Prevailing Wage Rate Schedule

Prime and Subs' responsibilities include:

1. Use these rates as a minimum; and
2. Maintain appropriate records.
3. Promptly submittals

Also, watch out for special requirements such as the submittal of weekly certified payrolls in federally funded projects.

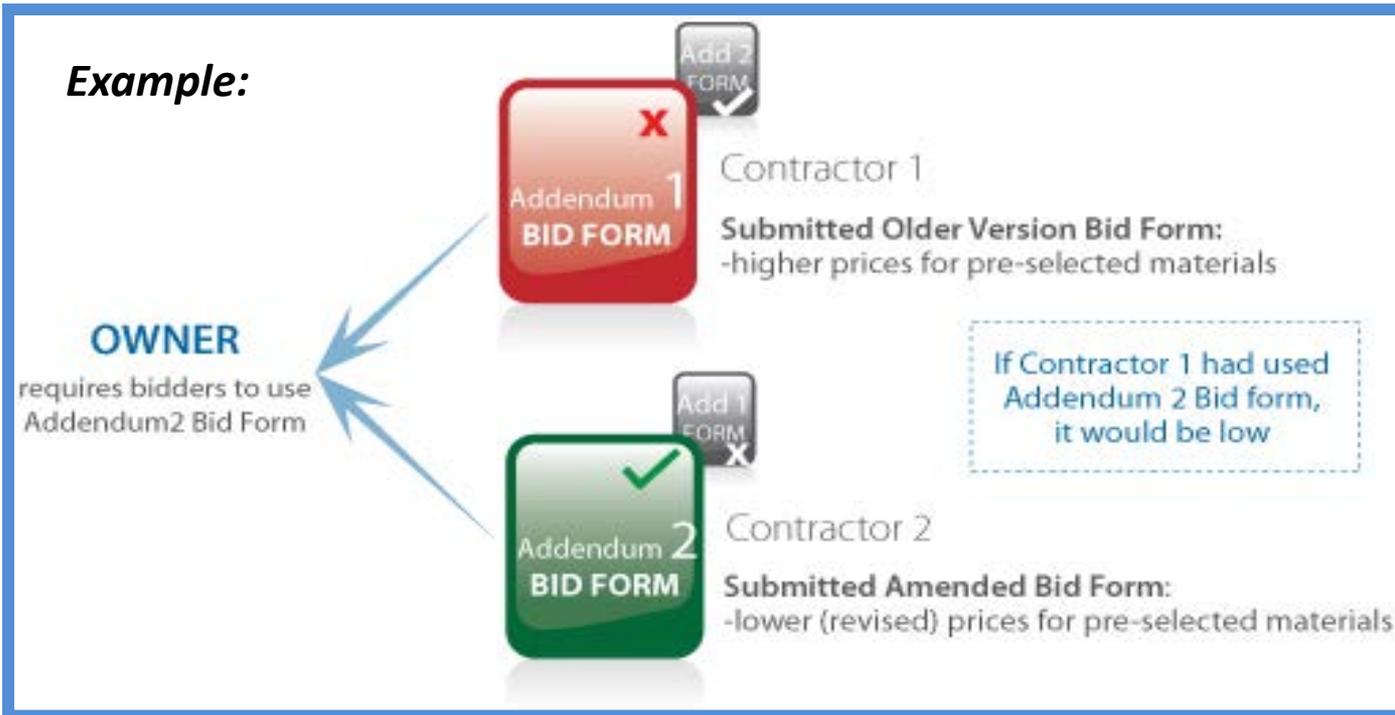


# 00900 Addenda

**Addenda** are used to communicate any changes, modifications, corrections or additions to Bid Documents Prior to the Bid Opening

Addenda will become part of the bid package and they **must be included in the Bid Price.**

*Potential impact to both Prime and Subs. If applicable, Addenda must be included in subs' quotes and the bid price.*



# Division 1 – General Requirements

Standard Division 1 Documents include:

- 01010 Summary of the Work
- 01020 Allowances
- 01030 Alternates (if part of Contract)
- 01050 Grades Lines & Levels
- 01095 Reference Standards and Definitions
- 01096 Stormwater Pollution Prevention Plan (SWPPP)
- 01200 Project Meetings
- 01300 Submittals
- 01352 Sustainable Construction Requirements
- 01353 Construction Equipment Emissions reduction
- 01380 Construction Photographs
- 01500 Temporary Facilities (e.g. office at the work site, water, security, access roads, parking, traffic control, etc.)
- 01505 Construction and Demolition Waste Management
- 01510 Construction Indoor Air Quality management
- 01550 Public Safety and Convenience
- 01900 Prohibition of Asbestos Containing Materials

The General Requirements contain the following categories:

- Administrative
- Procedural
- Temporary Activities.

The contractors' responsibility is to account for these costs in his Bid

General Requirements expand the broad administrative and procedural requirements stated in the General & Supplementary Conditions, and apply to the work of ALL Technical Specification Sections.

***Thus, General Requirements also impact Subcontractors.***



# Technical Specifications

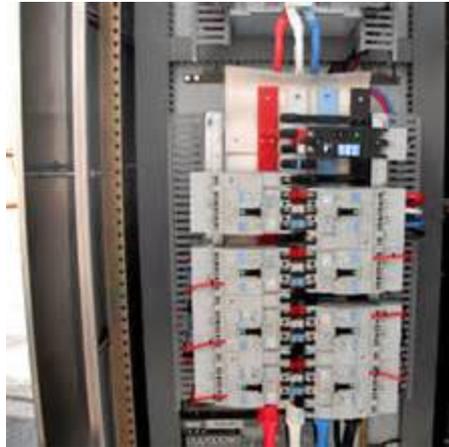
Can be:

- **City of Austin Standard Specifications**
  - Applicable Sections are included in Project Manual These must be followed
  - Other Standard Specifications can be found at <https://www.municode.com/library/tx/austin>
- **Special Provisions to City Standard Specifications**
  - Modifications to City Standard Specifications
- **Special Specifications**
  - prepared to cover Items where the City does not have a Standard Technical Specification
  - Typically follow Master Specification (CSI) Format

# Special Specifications

## Divisions 2 – 16:

2. Site Work
3. Concrete
4. Masonry
5. Metals
6. Woods and Plastics
7. Thermal and Moisture Protection
8. Doors and Windows
9. Finishes
10. Specialties
11. Equipment
12. Furnishings
13. Special Construction
14. Conveying Systems
15. Mechanical
16. Electrical



# Let's Recap

When the City of Austin wants to buy construction goods or services, it issues a solicitation. Solicitations are documents that make the City's requirements clear so that businesses can submit competitive bids.

Knowing what is in the solicitation package can help you prepare and get the appropriate information and documentation together.

When it comes time to respond to a solicitation, you'll want to be ready because an effective response is critical to winning new business.



# Questions? Comments?



**For additional Information:**

<http://austintexas.gov/department/contract-management>

**Next Class:**

**TOPIC???**

June 25, 2014 (*tentative*)

6 – 7 pm

One Texas Center

Suite 1045

# Handouts

# The Basic Relationships Among the Various Documents

| Construction Documents   |                                  |                          |   |                          |         |                        |
|--|----------------------------------|--------------------------|---|--------------------------|---------|------------------------|
| Bidding Documents  |                                  |                          |   |                          |         |                        |
| Typical Project Manual   |                                  |                          |   |                          |         |                        |
| Bidding Requirements   | Contract Forms                   | Contract Conditions      | Specifications  | Plan Drawings            | Addenda | Contract Modification  |
| Bid Invitation   | Agreement                        | General Conditions       | Division 01<br>General Requirements                   | Working Drawings         |         | Contract Change Orders |
| Instructions   | Performance Bond                 | Supplementary Conditions | City Standard<br>Technical Specifications             | Civil                    |         | Change Directives      |
| Information Available  | Payment Bond<br>(Labor/Material) |                          | Special Provisions to City<br>Standard Specifications | Architectural            |         | Minor Changes          |
| Bid Forms and Attachments  | Certificates                     |                          | Division 02-16<br>Technical Specifications            | Structural               |         |                        |
| Bid Security Forms   |                                  |                          |   | Mechanical<br>Electrical |         |                        |
| When Owner-Contractor Agreement is signed, these become CONTRACT DOCUMENTS |                                  |                          |   |                          |         |                        |

# City of Austin - BID DOCS

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## TABLE OF CONTENTS

### **Bidding Requirements, Contract Forms, & Conditions of the Contract**

- Summary of Changes
- Title Page
- Table of Contents
- Pre-Bid Information
- Instructions to Bidders
- Information Available to Bidders
- Bid Forms
- Supplements to Bid Forms
- Agreement Form
- Bonds and Certificates
- General Conditions
- Supplementary Conditions
- Addenda

### **Specifications**

**City Standard Technical Specifications**

**Special Provisions to City Standard Specifications**

**Standard Project Safety Manual (ROCIP Projects Only)**

**The latest version of these documents can be found at:  
<http://austintexas.gov/page/bid-docs>**

**Bidding Requirements, Contract Forms & Conditions of the Contract**

|  | DOCUMENT #                                     | REVISION DATE                | DOCUMENT NAME  |
|--|--|------------------------------|--|
| <b>Introductory Information</b>        | Title Page (Word)                              | 05/06/11                     | Title Page   |
|  | Table of Contents                              | 04/15/14                     | Table of Contents  |
| <b>Bidding Requirements</b>            | <b><u>Pre-Bid Information</u></b>              |                              |  |
|  | 00020 (Word)                                   | 04/15/14                     | Invitation for Bids                                      |
|  | <b><u>Instructions to Bidders</u></b>          |                              |  |
|  | 00100 (PDF)                                    | 03/06/14                     | Instructions to Bidders                                  |
|  | <b><u>Information Available to Bidders</u></b> |                              |  |
|  | 00220 (Word)                                   | 05/06/11                     | Geotechnical Data  |
|  | <b><u>Bid Forms</u></b>                        |                              |  |
|  | 00300L (Word)                                  | 03/06/14                     | Bid Form (Lump Sum)                                      |
|  | 00300U (Word)                                  | 03/06/14                     | Bid Form (Unit Price)                                    |
|  | <b><u>Supplemental to Bid Forms</u></b>        |                              |  |
|  | 00400 (Word)                                   | 04/22/13                     | Statement of Bidder's Experience                         |
|  | 00405 (Word)                                   | 09/25/05                     | Certification of Non-Suspension or Debarment             |
|  | 00410 (Word)                                   | 05/06/11                     | Statement of Bidder's Safety Experience                  |
|  | 00425 (Word)                                   | 05/06/11                     | Insurance Cost Form (ROCIIP projects only)               |
|  | 00440 (Word)                                   | 05/06/11                     | Affidavit - Prohibited Activities                        |
|  | 00450 (Word)                                   | 03/12/12                     | MBE/WBE No Goals Form                                    |
|  | 00475 (Word)                                   | 05/06/11                     | Nonresident Bidder Provisions                            |
|  | <b>Contract Documents</b>                      | <b><u>Agreement Form</u></b> |  |
| 00500 (Word)                           |  | 03/12/12                     | Agreement  |
| <b><u>Bonds and Certificates</u></b>   |  |                              |  |
| 00610 (Word)                           |  | 02/23/10                     | Performance Bond   |
| 00620 (Word)                           |  | 02/23/10                     | Payment Bond   |
| 00630 (Word)                           |  | 03/06/14                     | Nondiscrimination Certificate                            |
| 00631 (Word)                           |  | 03/06/14                     | Title VI Assurances Appendix A                           |
| 00650 (Word)                           |  | 07/30/12                     | Certificate of Insurance                                 |
| 00670 (Word)                           |  | 03/20/14                     | Sales Tax Exemption Certificate                          |
| 00680 (PDF)                            |  | 06/05/06                     | Non-Use of Asbestos Affidavit (prior to construction)    |
| 00681 (PDF)                            |  | 06/05/06                     | Non-Use of Asbestos Affidavit (after construction)       |
| <b><u>General Conditions</u></b>       |  |                              |  |
| 00700 (PDF)                            |  | 03/06/14                     | General Conditions                                       |
| <b><u>Supplementary Conditions</u></b> |  |                              |  |
| 00810 (Word)                           |  | 04/15/14                     | Supplemental General Conditions                          |
| 00810A                                 |  | Reserved                     | Federal Aid Assurances (Federally-funded projects only)  |
| 00820 (Word)                           |  | 03/12/12                     | Modifications to Bidding Requirements and Contract Forms |
| 00830 (PDF)                            |  | 03/12/12                     | Wage Rates and Payroll Reporting                         |
| 00830HH (PDF)                          |  | 01/03/14                     | Wage Rates Heavy Highway                                 |
| 00830BC (PDF)                          |  | 03/14/14                     | Wage Rates Building Construction                         |
| <b><u>Addenda</u></b>                  |  |                              |  |
| 00900 (Word)                           |  | 02/23/10                     | Addenda  |
| <b><u>Specifications</u></b>           |  |                              |  |

## Specifications

### Division 1 - General Requirements

| <u>DOCUMENT #</u> | <u>REVISION DATE</u> | <u>DOCUMENT NAME</u>   |
|-------------------|----------------------|--|
| * 01010 (Word)    | 04/22/13             | Summary of Work {Define Scope of Work}   |
| 01020             | Reserved             | Allowances {Define Allowances if included in Bid}  |
| 01025             | Reserved             | Measurement and Payment {Special measurement and payment provisions}   |
| 01030             | Reserved             | Alternates {Define Alternates if included in Bid}  |
| 01040             | Reserved             | Project Coordination {Administrative requirements for coordination}  |
| 01045             | Reserved             | Cutting and Patching   |
| * 01050 (Word)    | 09/13/10             | Grades Lines & Levels  |
| 01070             | Reserved             | Identification Systems {Identification coding for system components}   |
| * 01095 (Word)    | 07/21/03             | Reference Standards and Definitions {Terminology, acronyms, symbols, trade   |
| 01096 (Word)      | 05/06/11             | Stormwater Pollution Prevention Plan (SWPPP)   |
| 01100             | Reserved             | Special Project Procedures {e.g., Partnering}  |
| * 01200 (Word)    | 08/09/12             | Project Meetings   |
| * 01300 (Word)    | 04/22/13             | Submittals   |
| 01310             | Reserved             | Schedules and Reports {e.g. CPM, milestones, and construction sequencing}  |
| 01352 (Word)      | 04/22/13             | Sustainable Construction Requirements  |
| * 01353 (Word)    | 08/09/12             | Construction Equipment Emissions Reduction Plan  |
| 01380 (Word)      | 08/09/12             | Construction Photographs   |
| 01400             | Reserved             | Quality Control Services {Special instructions regarding   |
| * 01500 (Word)    | 08/09/12             | Temporary Facilities {e.g. Office at the Work site, water, power,  |
| * 01505 (Word)    | 04/22/13             | Construction and Demolition Waste Management   |
| 01510 (Word)      | 02/23/10             | Construction Indoor Air Quality Management   |
| * 01550 (Word)    | 08/09/12             | Public Safety and Convenience  |
| 01600             | Reserved             | Materials and Equipment {e.g. Qualified Products List}   |
| 01631             | Reserved             | Product Substitutions  |
| 01650             | Reserved             | Facility Startup/Commissioning   |
| 01700             | Reserved             | Contract Closeout {e.g. additional Record Document requirements}   |
| 01710             | Reserved             | Final Cleaning   |
| 01730             | Reserved             | Operation and Maintenance Data   |
| * 01900 (Word)    | 03/12/12             | Prohibition of Asbestos Containing Materials   |
| * 01900A (PDF)    | 06/05/06             | Statement of Non-Inclusion of Asbestos Containing Material (E/A Prior to Design)   |
| * 01900B (PDF)    | 06/05/06             | Statement of Non-Inclusion of Asbestos Containing Material (E/A After Design)  |
| 01901 thru 01999  | Reserved             | Hazardous Materials (Asbestos, Lead, PCBs, CFCs, etc.) Definition and Standards, Abatement Procedures, Temporary Facilities, Cleaning and Decontamination, Testing, etc. {Replacement materials to be specified in City Standard Specifications and/or Special Specifications} |

\*Indicates those Division 1 sections which should be prepared for every Project Manual.

# City Standard Technical Specifications

American Legal Publishing Corporation

## Special Provisions to City Standard Specifications

### Special Specifications {e.g. CSI Divisions 2-16}

#### **VOL. 2**                      **10/09/00**                      **MBE/WBE Procurement Program Package**

#### **VOL. 3**                      **09/01/13**                      **Standard Project Safety Manual {ROCIP Projects only} (PDF)**

| <u>DOCUMENT #</u> | <u>REVISION DATE</u> | <u>DOCUMENT NAME</u>   |
|-------------------|----------------------|--|
| 5 (PDF)           | 01/15/03             | Contractor/Subcontractor Safety Questionnaire                            |
| 5A1 (Word)        | 01/05/06             | Construction Safety Management Monthly Safety Information Reporting Form |
| 7A1 (PDF)         | 01/15/03             | Weekly Safety Training Meeting   |
| 8A1 (PDF)         | 01/15/03             | Daily Aerial Lift and Scissor Lift Inspection                            |
| 9A1 (PDF)         | 01/15/03             | Job Classifications in Which All Employees Have Occupational Exposure    |
| 9A2 (PDF)         | 01/15/03             | Job Classification in Which Some Employees Have Occupational Exposure    |
| 9A3 (PDF)         | 01/15/03             | First Responder Information Form   |
| 9A4 (PDF)         | 01/15/03             | Responsible Person's Bloodborne Pathogen Exposure Control Statement      |
| 9A5 (PDF)         | 01/15/03             | Hepatitis B Vaccine Approval Form  |
| 9A6 (PDF)         | 01/15/03             | Hepatitis B Vaccine Declination Form                                     |
| 9A7 (PDF)         | 01/15/03             | Blood and Body Fluid Exposure Report                                     |
| 9A8 (PDF)         | 01/15/03             | Blood Testing Consent / Non-Consent Form                                 |
| 9A9 (PDF)         | 01/15/03             | Bloodborne Pathogen Training Certificate                                 |
| 10A1 (PDF)        | 01/15/03             | Confined Space Pre-job Assessment Form                                   |
| 10A2 (PDF)        | 01/15/03             | Permit-Required Confined Space Reclassification Form                     |
| 10A3 (PDF)        | 01/15/03             | Confined Space Entry Permit  |
| 10A4 (PDF)        | 01/15/03             | Confined Space Attendant Log   |
| 11A (PDF)         | 01/15/03             | Hydraulic Crane Inspection Record  |
| 13A1 (PDF)        | 01/15/03             | Emergency Plan Guideline/Checklist                                       |
| 13A2 (PDF)        | 01/15/03             | Emergency/Evacuation Drill Analysis                                      |
| 14A1 (PDF)        | 01/15/03             | Energy Control Procedure Form  |
| 14A2 (PDF)        | 01/15/03             | Lock Removal Procedure Form  |
| 29A1 (PDF)        | 01/15/03             | Welding & Cutting Hot Work Permit  |
| 01/06 (Word)      | 01/05/06             | Safety Information Form  |
| 01/06 (Word)      | 01/05/06             | Acknowledgement of Safety Responsibility                                 |