

The Successful Sub
How to Prepare a Winning Proposal

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Welcome and Speaker Introduction

- *Senior Estimator, Solis Constructors*
- *LEED AP BD+C*
- *USGBC Faculty*
- *City of Austin experience*

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Presentation Outline

- *Objectives*
- *Three Keys*
- *Bid Preparation Strategies*
- *Resources*

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Objectives:

- Provide useful tips for bidding successfully
- Provide useful strategies for reviewing solicitations and contract requirements
- Impacts of LEED certification
- Stress importance of communicating with GCs

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Three Keys

- Communication
- Being responsive
- Being thorough



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Bid Preparation Strategies

- General
 - > Ensure contact information is up to date with SMBR
 - > Reply to bid invitations sent by GCs
 - > Contact GCs early on for any help required with bonding, bid documents, takeoffs, etc.

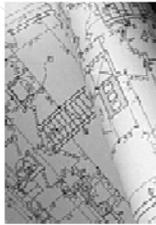
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Bid Preparation Strategies

- *Networking*
- *Familiarity with Solicitation Requirements*
- *Bid Preparation Tips*
- *LEED or Green Building Requirements*
- *Proposal Clarity and Quality*
- *Bid Day*
- *After Bid Day*

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Pre-Bid Phase



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Networking

- *Attend pre-bid meeting and site visit, and network with general contractors in attendance, or access City's website for pre-bid meeting attendee list*
- *Attend any and all networking sessions*
- *Develop relationship with GCs*
- *Contact GCs to indicate interest*
- *Be responsive to bid requests*

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Familiarity with Solicitation Requirements

- Review solicitation requirements thoroughly, including Div 00 and 01 in addition to your scopes
- Review bid documents thoroughly
- Provide well written RFI questions to GCs for submission. Craft question to elicit answer you're looking for. Make it specific with drawing sheet number, spec section, etc.

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Familiarity with Solicitation Requirements

- Attend site visit
- Stay up to date with addenda
- Insurance requirements
- Bonding requirements
- ROCIP
- Project Safety Manual
- Davis-Bacon wages and Certified Payroll
- Taxes, if required

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Bid Preparation Tips



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General

- *Communicate with GCs before bid day*
- *Insurance coverage*
- *Bonding capability*
- *Minority status information*
- *Read GC solicitations thoroughly for due dates and times, availability of plans, etc. Stay up to date with addenda.*

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Bonding Capability

- *Indicate bonding capability if requested*
- *Indicating bonding rate if a bond is required*
- *Contact GCs early on if you need assistance with bonding*

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Minority Status

- *Clearly identify minority status, categories, certifying agency, expiration date, etc.*
- *Provide your Vendor Code assigned by City*
- *List City commodity codes assigned by the City for your scopes*
- *Provide full and accurate contact information*

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Bid Preparation

- *Include Div 00 and 01 requirements specific to your scope*
 - > *Commissioning*
 - > *Any required testing*
 - > *Construction waste management*
 - > *LEED*
- *Include your scope of work requirements*

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Bid Preparation

- *Provide itemized scope sheet without pricing several days prior to bid for review. Bid day - fill in pricing.*
- *Develop detailed scope sheet*
 - > *Identify scopes included*
 - > *Identify any exclusions*
 - > *Break out pricing for GC comparisons*
 - > *Demonstrate understanding of project requirements*

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Bid Preparation

- *Taxes, if required*
- *ROCIP*
- *Prevailing Wage/Davis Bacon rates and Certified Payroll reporting*
- *Acknowledge addenda*

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ROCIP

- *Be familiar with City's requirements, costs covered by City, costs not covered*
- *Provide insurance costs as required (Form 00425)*
- *Be familiar with requirements in project Safety Manual*

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ROCIP Costs

- *Who is covered*
 - > *All personnel working onsite and are submitted on certified payroll reports*
- *Who is not covered*
 - > *Suppliers*
 - > *Vendors*
 - > *Haulers*
 - > *Workers off-site*

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ROCIP Costs

- *What coverage is included*
 - > *Workers' Compensation*
 - > *General Liability*
 - > *Excess Liability*
- *What coverage is not included*
 - > *Auto Liability*
 - > *Builder's Risk*
 - > *Work off-site*
 - > *Contractor tools and equipment*

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ROCIP Costs

- Provide costs of insurance covered by ROCIP shown as a deduct as required by Bid Form
- Multiple line items = multiple deducts
- This is the cost you would be paying for the insurance if it was not covered by ROCIP (WC, GL, Excess Liability)

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LEED/Green Building Requirements



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LEED Impacts

- Cost impacts
 - > Required recycled content materials
 - > Required regional/local materials
 - > VOC levels
 - > Certified wood
 - > No added urea-formaldehyde

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LEED Impacts

- *Schedule impacts*
 - > *Lead times*
 - > *Local availability*
 - > *Testing requirements adding time*
- *Productivity impacts*
 - > *Clean work habits*
 - > *Sequencing impacting building indoor air quality*
 - > *Storage requirements*

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LEED Impacts

- *Submittal requirements*
 - > *Documentation from supplier/manufacturer in support of material attributes*
 - *Recycled content*
 - *Regional materials*
 - *Certified wood*
 - *Urea-formaldehyde*
 - *VOC levels*
 - *Certifications – Floor Score, Green Label, etc.*

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LEED Impacts

- *Submittal requirements*
 - > *Cost information for most credits for materials + shipping to yard or jobsite*
 - > *LEED submittal vs. architectural submittal*
 - *LEED attributes and cost data only*
 - *Simple form + supplier/manufacturer attestation*
 - *MSDS*
 - *Product data*
 - *Online resources*

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LEED Impacts

- *LEED Project Checklist*
 - > *Understand checklist, how to interpret, how it affects your work*
 - > *LEED specification – 01 33 29*
 - > *Material requirements*
 - > *Additional requirements – testing, etc.*

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LEED Impacts

- *LEED Training*
 - > *Get familiar with LEED rating system (and other rating systems)*
 - > *Stay current*

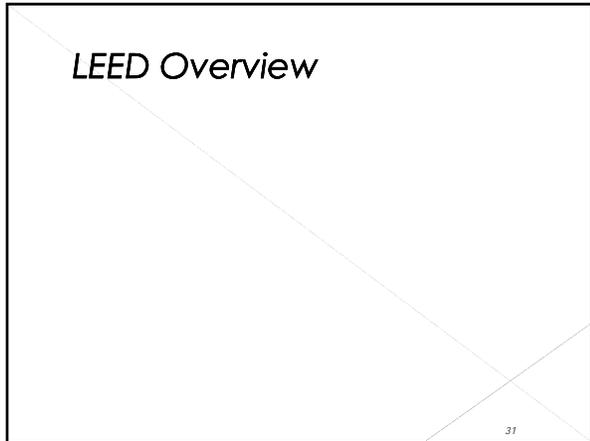
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LEED Impacts

- *Be aware of LEED certification requirements for project*
- *Be informed about LEED and the materials and documentation requirements for your scope of work*
- *Be aware that there will be additional documentation requirements for LEED project*
- *Ask questions if you are unsure*

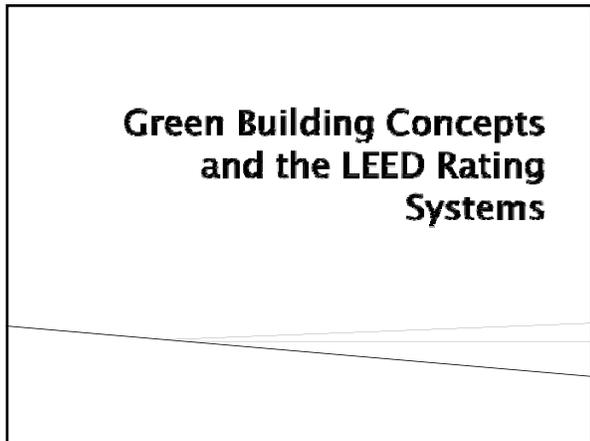
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LEED Overview



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**Green Building Concepts
and the LEED Rating
Systems**



Fundamental Concepts

- Why build green?
 - Land clearing and development destroys wildlife habitat and changes natural hydrology
 - Extracting, manufacturing, and transporting building materials contributes to:
 - Water pollution
 - Release of toxic chemicals
 - Greenhouse gas emissions



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Fundamental Concepts

- ▶ Why build green?
 - Buildings require large inputs of energy and water, and generate substantial waste streams
 - Building-related transportation, such as commuting and services, contributes to environmental impacts through vehicle use, energy consumption, and other harmful effects

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Fundamental Concepts

- ▶ Building impact statistics:
 - 14% of potable water consumption
 - 30% of waste production
 - 38% of CO₂ emissions
 - 40% of raw material use
 - 24-50% of energy use
 - 72% of electricity consumption

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Fundamental Concepts

- ▶ Built environment
- ▶ Life cycle assessment
- ▶ Embodied energy
- ▶ Integrative approach
- ▶ Sustainability
- ▶ Indoor environmental quality
- ▶ Occupant comfort, health and well-being
- ▶ Energy conservation measures
- ▶ Urban heat island

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What is green building?

The intent is to provide a healthy and comfortable working environment for the life cycle of the building, not just using green building materials and methods during construction. Green building also promotes energy efficiency to reduce the carbon footprint.



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What is Sustainability?

“Meeting the needs of the present generation without compromising the ability of future generations to meet their own needs.”

World Commission on Environment and Development

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LEED Overview

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What is LEED?



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Leadership in Energy & Environmental Design

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By using less energy, LEED-certified buildings save money for families, businesses and taxpayers; reduce greenhouse gas emissions; and contribute to a healthier environment for residents, workers, and the larger community.

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What LEED Is

- Voluntary
- Consensus driven
- Internationally recognized
- 3rd party verification
- Aimed at improving performance across:
 - Energy savings
 - Water efficiency
 - CO₂ emissions reduction
 - Indoor environmental quality
 - Resource stewardship

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What LEED Is

- ▶ Organized to promote action in 6 key areas:
 - Location and transportation
 - Sustainable sites
 - Water efficiency
 - Energy and atmosphere
 - Materials and resources
 - Indoor environmental quality

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What LEED Is Not

- ▶ Limited to green building materials and methods during construction
- ▶ Inherently more costly
- ▶ The only green building rating system
 - Energy Star Green Point
 - BREEAM Green Star
 - CASBEE Green Globes
 - GBTool STAR

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Project Cost

- ▶ LEED projects are not inherently more costly than non-LEED projects.
- ▶ If a project is pursuing a Gold or Platinum level certification, there will be additional costs associated with achieving those levels.



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LEED address the complete lifecycle of buildings:



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Why should LEED matter to me?

- ▶ General Contractors, Subcontractors, and Suppliers:
 - Prestige and credentials
 - Contractual requirements
 - Demand
 - Environmentally responsible
 - Community sustainability
 - Resource sustainability
 - Construction industry sustainability

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USGBC has four levels of LEED:



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Credit Divisions

- › Sustainable Sites
- › Water Efficiency
- › Energy & Atmosphere
- › Materials & Resources
- › Indoor Environmental Quality
- › Innovation in Design
- › Regional Credits



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Sustainable Sites

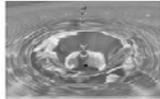
- › Select and develop sites wisely
- › Reduce emissions associated with transportation
- › Plant sustainable landscapes
- › Protect surrounding habitats
- › Manage storm water runoff
- › Reduce the heat island effect
- › Eliminate light pollution



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Water Efficiency

- › Monitor water consumption performance
- › Reduce indoor potable water consumption
- › Reduce water consumption to save energy and improve environmental well-being
- › Practice water-efficient landscaping
- › In schools, use water-efficient processes as a teaching tool



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Energy and Atmosphere

- › Improve energy performance
- › Track building energy performance
- › Manage refrigerants to eliminate CFCs
- › Use renewable energy



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Materials and Resources

- › Select sustainable materials
- › Practice waste reduction
- › Reduce waste at its source
- › Reuse and recycle



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Indoor Environmental Quality

- ▶ Improve ventilation
- ▶ Manage air contaminants
 - Environmental tobacco smoke
 - Carbon dioxide
 - Particulate matter
- ▶ Specify less harmful materials
- ▶ Allow occupants to control desired settings
- ▶ Provide daylighting and views



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Innovation in Design

- ▶ Implement new technologies and methods
- ▶ Exemplary performance
- ▶ LEED AP
- ▶ Pilot Credits



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Regional Priority

- ▶ Encourage design teams to focus on regional priorities within distinct environmental zones (by zip code)
- ▶ Six credits identified as critical to a locale
 - Austin, TX:
 - Protect or restore habitat
 - Storm water quantity control
 - Storm water quality control
 - Innovative wastewater technologies
 - Onsite renewable energy
 - Construction waste management



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LEED Rating Systems

- ▶ New Construction
- ▶ Core & Shell
- ▶ Schools
- ▶ Retail
- ▶ Neighborhood Development
- ▶ Commercial Interiors
- ▶ Existing Buildings: Operations and Maintenance
- ▶ Healthcare
- ▶ Homes

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Steps to LEED Certification

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graph TD; A[REGISTER YOUR PROJECT] --> B[TRACK PROGRESS & DOCUMENT ACHIEVEMENT]; B --> C[APPLY FOR CERTIFICATION];
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Bid Preparation for a LEED Project

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How is bidding a LEED project different?

- ▶ Non-LEED projects:
 - Emphasis on
 - Budget
 - Owner requirements
 - Pace of construction
 - Early occupancy
- ▶ LEED projects:
 - Heavy emphasis on
 - Recycled content
 - Regional materials
 - Energy efficiency
 - Reducing waste
 - Reducing environmental impacts
 - Resource conservation
 - Life cycle
 - Occupant health and well-being

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“Gotcha” Items to Watch For:

- ▶ Material requirements
- ▶ Construction methods
- ▶ Testing requirements
- ▶ Reporting requirements
- ▶ Documentation requirements
- ▶ Commissioning
- ▶ Design review requirements
- ▶ Management plans

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Bidding a LEED Project

- ▶ Review the Statement of Work
 - Rating system
 - Certification level required
 - Registration?
 - Formal certification, or in compliance with?
- ▶ Review the Table of Contents
 - Commissioning
 - Testing requirements
 - Recovered/recycled material mandates
 - LEED specification
- ▶ Review the LEED specification
 - Rating system
 - Certification level required
 - Formal certification?
 - Specific requirements

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Bidding a LEED Project

- ▶ Review the Project Checklist
 - Credits being pursued
 - Cost & schedule impacts
 - Reasonableness
- ▶ Review the individual specifications associated with your scope of work
 - Material requirements
 - Special testing
 - Required certifications
 - Management plans
 - Documentation requirements

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LEED 2009 for New Construction and Major Renovations		Score Potential by System (Points, %)	
Project Checklist		Score	
1.1 Sustainable Sites	Possible Points: 24	Materials and Resources - Continued	
1.1.1	1.1.1.1	1.1.1.1	1.1.1.1
1.1.2	1.1.2.1	1.1.2	1.1.2
1.1.3	1.1.3.1	1.1.3	1.1.3
1.1.4	1.1.4.1	1.1.4	1.1.4
1.1.5	1.1.5.1	1.1.5	1.1.5
1.1.6	1.1.6.1	1.1.6	1.1.6
1.1.7	1.1.7.1	1.1.7	1.1.7
1.1.8	1.1.8.1	1.1.8	1.1.8
1.1.9	1.1.9.1	1.1.9	1.1.9
1.1.10	1.1.10.1	1.1.10	1.1.10
1.1.11	1.1.11.1	1.1.11	1.1.11
1.1.12	1.1.12.1	1.1.12	1.1.12
1.1.13	1.1.13.1	1.1.13	1.1.13
1.1.14	1.1.14.1	1.1.14	1.1.14
1.1.15	1.1.15.1	1.1.15	1.1.15
1.1.16	1.1.16.1	1.1.16	1.1.16
1.1.17	1.1.17.1	1.1.17	1.1.17
1.1.18	1.1.18.1	1.1.18	1.1.18
1.1.19	1.1.19.1	1.1.19	1.1.19
1.1.20	1.1.20.1	1.1.20	1.1.20
1.1.21	1.1.21.1	1.1.21	1.1.21
1.1.22	1.1.22.1	1.1.22	1.1.22
1.1.23	1.1.23.1	1.1.23	1.1.23
1.1.24	1.1.24.1	1.1.24	1.1.24
1.1.25	1.1.25.1	1.1.25	1.1.25
1.1.26	1.1.26.1	1.1.26	1.1.26
1.1.27	1.1.27.1	1.1.27	1.1.27
1.1.28	1.1.28.1	1.1.28	1.1.28
1.1.29	1.1.29.1	1.1.29	1.1.29
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1.1.38	1.1.38.1	1.1.38	1.1.38
1.1.39	1.1.39.1	1.1.39	1.1.39
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1.1.93	1.1.93.1	1.1.93	1.1.93
1.1.94	1.1.94.1	1.1.94	1.1.94
1.1.95	1.1.95.1	1.1.95	1.1.95
1.1.96	1.1.96.1	1.1.96	1.1.96
1.1.97	1.1.97.1	1.1.97	1.1.97
1.1.98	1.1.98.1	1.1.98	1.1.98
1.1.99	1.1.99.1	1.1.99	1.1.99
1.1.100	1.1.100.1	1.1.100	1.1.100

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What is the Project Checklist trying to tell me?

- ▶ Credits
- ▶ Materials
- ▶ Efficiency levels
- ▶ Regional availability
- ▶ Waste diversion
- ▶ Additional testing
- ▶ Plans required
- ▶ Demo/salvage
- ▶ Verifications
- ▶ Cost/schedule impact
- ▶ Cost impact/available
- ▶ Cost impact/available
- ▶ Cost impact/available
- ▶ Cost impact/available
- ▶ Onsite practices
- ▶ Cost impact/certs
- ▶ Cost/time impact
- ▶ Reuse of materials
- ▶ Post-occupancy

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What does all of that mean?

- ▶ What are the requirements for each of those credits?
- ▶ How is my work is affected?
- ▶ What will I be responsible for?
- ▶ How do I find out?
- ▶ Public use reference guide for new construction/major renovations
- ▶ <http://www.usgbc.org/ShowFile.aspx?DocumentID=8868>

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MASTER FORMAT DIVISIONS AND MATERIAL REQUIREMENTS

- ▶ DIV 03 - CONCRETE: ALL MATERIALS
- ▶ DIV 04 - MASONRY: ALL MATERIALS
- ▶ DIV 05 - METALS: ALL MATERIALS
- ▶ DIV 06 - WOOD & PLASTIC: ALL MATERIALS
- ▶ DIV 07 - THERMAL & MOISTURE: ALL MATERIALS
- ▶ DIV 08 - OPENINGS: ALL MATERIALS
- ▶ DIV 09 - FINISHES: ALL MATERIALS
- ▶ DIV 10 - SPECIALTIES: ALL MATERIALS
- ▶ DIV 12 - FURNISHINGS: ALL MATERIALS (OPTIONAL)

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MASTER FORMAT DIVISIONS AND MATERIAL REQUIREMENTS, cont'd.

- ▶ DIV 32 - EXTERIOR IMPROVEMENTS:
 - 32 10 00 BASES, BALLASTS, AND PAVING
 - 32 11 10 DRAINAGE LAYER
 - 32 11 23 AGGREGATE BASE COURSE
 - 32 11 29 LIME-STABILIZED SUBGRADE
 - 32 12 10 TACK COATS
 - 32 12 16 HMAC
 - 32 13 13 PC CONCRETE PAVEMENT
 - 32 16 13 SIDEWALKS, CURB & GUTTER
 - 32 17 24 PAVEMENT MARKINGS

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MASTER FORMAT DIVISIONS AND MATERIAL REQUIREMENTS, cont'd.

- ▶ DIV 32 – EXTERIOR IMPROVEMENTS:
 - 32 30 00 SITE IMPROVEMENTS
 - 32 31 13 CHAIN LINK FENCES

 - 32 90 00 PLANTING
 - 32 92 19 SEEDING
 - 32 93 00 EXTERIOR PLANTS

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MASTER FORMAT DIVISIONS AND MATERIAL REQUIREMENTS, cont'd.

- ▶ OTHER DIVISIONS:
 - Any other divisions not listed above which have adhesives, sealants, paints or coatings inside the weatherproofing system which are applied onsite will have to submit information including the cost and quantity, performance, installation, chemicals, and chemical content, and provide support product data and supplier information.

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Preparing a Proposal for a LEED Project

- ▶ Be familiar with material requirements.
- ▶ Don't add cost just because it's a LEED project!
- ▶ Contact your supplier(s) if you are unsure of or unfamiliar with material requirements.
- ▶ Acknowledge LEED requirements and indicate their inclusion (or exclusion). Let the GC know you have read and understand the requirements.
- ▶ Ensure that your proposal is in accordance with material requirements, required testing protocols & construction methods, etc.

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Resources and Reference

- ▶ www.usgbc.org
- ▶ www.gbci.org
- ▶ www.usgbc-centraltexas.org
- ▶ www.leedonline.com
- ▶ www.thebluebook.com

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Questions?



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Proposal Clarity and Quality



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Proposal Clarity and Quality

- *Prepare proposal in accordance with bid form – base bid, line items, unit prices, alternates, etc.*
- *Prepare clear descriptions of the scopes of work included and any exclusions*
- *Include quantities*
- *Break out pricing for comparison with other bidders*

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Proposal Clarity and Quality

- *Provide proposal as early as possible to ensure that your bid can be reviewed, and to allow GC time to contact you with any questions.*
- *Be available, especially on bid day, to answer questions.*
- *Don't wait until the last minute to submit your proposal.*
- *Acknowledge all addenda.*

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Proposal Clarity and Quality

- *Acknowledge LEED inclusions in your scope*
- *Be specific, by spec section not lump sum*
- *Follow up proposal submission with phone call*

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Bid Day



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On Bid Day

- *Be available to answer any questions*
- *Have a copy of your proposal with you for reference*
- *Have copy of bid documents available to discuss any questions*
- *Be responsive and proactive to increase your success in bidding*

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After Bid Day

- *Allow GCs some time to review all proposals before asking for any feedback*
- *Reputable GCs will not provide detailed pricing feedback in order to avoid "bid shopping"*
- *Request general feedback on your proposal format, scopes of work, exclusions, where your pricing was in general terms (high, mid range, low)*

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After Bid Day

- *Be available for follow up communications and questions*
- *Be patient.*

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Questions?



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Resources

- *Small and Minority Business Resources*
- *SMBR - Phone contact*
- *SMBR Website - www.austintexas.gov/department/small-and-minority-business*
- *City of Austin Vendor Connection website - www.ci.austin.tx.us/financeonline/vendor_connection/index.cfm*
- *Local trade organizations*
- *Bid opportunity listings – ABC, AGC, local publications, newsletters, etc.*

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Resources

- *The Blue Book BPM Select*
www.thebluebook.com
- www.usgbc.org
- *USGBC Central Texas-Balcones Chapter*
www.usgbc-centraltexas.org

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