

## **Consultant Instructions**

### **Submittal Requirements for Delivery of Contract/Bidding Documents**

The Design Consultant must follow the City Standards, as outlined in the Professional Services Agreement, for submittal of the Bidding Documents. The following is a list of the information required and the format it must be submitted:

1. Final signed and sealed Bid Set must be delivered to the City Project Manager (City PM) no later than Monday, one week prior to the first Monday advertisement date. The Bid Set must be reviewed by the City PM and signed by the Director of Engineering Services prior to the City PM requesting Authorization to Advertise (ATA). The ATA is due no later than noon on Wednesday prior to advertising the following Monday. If the deadline is not met, the project bid date will be delayed by one week.
2. The Bid Set must include one signed and sealed hard copy as well as an electronic copy (CD) which must include the following separate files:
  - a. A PDF copy of the Opinion of Probable Construction Costs (OPCC) for the project
  - b. A PDF copy of the entire set of drawings
  - c. A PDF copy of the entire set of Contract Front End and Specification Documents (one combined file all Sections in Division 00 and 01)
  - d. A Word file of the Invitation to Bid and Instructions to Bidders - Section 00 21 13
  - e. A Word file of the Bid Acknowledgment Form – Section 00 30 00
  - f. An Excel file of the Bid Form – Section 00 30 01
  - g. A Word file of the Agreement – Section 00 52 23
  - h. An Excel file of the CivCast Bid Form Template. Do not alter the spreadsheet provided in the drop box in any way. The spreadsheet will be filled out with all the same bid line items as shown on the Bid Form (Sect 00 30 01). This spreadsheet is required by Civcast and will be used to create the electronic bid form required for electronic bid submittals through the Civcast site ([www.civcastusa.com](http://www.civcastusa.com)).
3. The Caller-Times newspaper advertisement will be published in the Classified section as a Legal Ad, and will be published for two consecutive Mondays as required. The new project will be viewable on Civcast on the first Monday advertisement date at 12:00 a.m.. Plans and Contract Documents/Specifications will also be available to the public for download at the same time.
4. Consultant must monitor project questions as they are posted by prospective bidders to the Civcast site. Consultant will provide the City PM with responses to the questions within 24 hours after they've been posted on the site. All questions will be asked and answered through the Civcast site only. One week prior to the scheduled bid opening date, by the close of business at 5:00 p.m., the question and answer feature for the project will be de-activated and no further bid related questions will be allowed.
5. Regarding Addenda, Consultant shall prepare it using the City Standard template. It must be handled as a high priority item. It must be submitted to the City PM as soon as possible for review and signature of the Director of Engineering Services. The deadline for submittal to the City PM is 8:00 a.m. the Thursday prior to the scheduled bid opening date. City Staff will post the Addendum to the Civcast site as soon as it has been approved and signed. Addenda that do not meet the deadline will result in the postponement of the bid date by another week.