



# CONSTRUCTION BIDDING PROCESS

## BID INVITATION

### TTU Capital Projects and Planning

**Project Design Manager**

- Approve CDP & Authorize to Bid
- Verify SFM Approval
- Determine Bid / Pre-Bid dates with Bid Coordinator & Designer
- Prepare Designer Bid Prep Package
- Coordinate attendance of Diversity Coordinator at Pre-Bid
- Post Bid Information on Website

**Designer**

- Fills out Bid Prep Package and returns to TTU PDM with final Invitation to Bid
- Submit Full Bid Package to TTU PDM
- Post Bid Package in Plan Rooms
- Advertise Bid in Local Newspapers and/or Inform Potential Bidders

## BID SOLICITATION

### TTU Capital Projects and Planning

**Project Design Manager**

- Enter Bid Data into PITS
- Maintain Bid Document Set and Attach Addenda
- Participate in Pre-Bid

**Bidding Coordinator**

- Update Bid Information & Addenda on Website
- Receive and Log Sealed Bids
- Review Bid Tab for Compliance and Verify any Deficiencies
- Review Bid Tab for Accuracy

**Construction Administrator**

- Participate in Pre-Bid

**Designer**

- Receive and Document All Questions and Substitution Requests
- Maintain a list of Potential Bidders
- Update Plan Rooms and TTU CPP with Addenda and Questions
- Distribute Bid Documents
- Lead Pre-Bid Conference
- Prepares Bid-Tab 3 Days Prior to Bid Opening and sends to Bid Coordinator

## BID OPENING

### TTU Capital Projects and Planning

#### DURING

**Bidding Coordinator**

- Complete Each Portion of Bid Tab as Information is Read
- Check Bid Tab for Preliminary Results

**Designer**

- Distribute Sign-In Sheet and Bid Tabs to Each Attendee
- Review and Approve Bid Envelopes for Opening
- Conduct Bid Opening: Announce Completion of Bid Envelope, Bid Security, and Bid Numbers as Required
- Certifies Bid Tab with signature as Designer and Presiding Official

#### AFTER

**Director**

- Send Any Bid Irregularities to OSA
- Coordinate Any Required SBC Action

**Project Design Manager**

- Approve or Amend Designer Recommendation

**Designer**

- Investigates Irregularities
- Issues a Recommendation
- Turns over Bid Tab, Bid Forms, Bonds, and Bid Envelopes to Bidding Coordinator (24 Hours)
- Retains Desired Copies

**Bidding Coordinator**

- Verify Licenses
- Submit Finalized Documents to OSA
- Prepare & Issue Owner-Contractor Agreement
- Update Bid Activity Report
- Send Bid Tab to Go-DBE
- Update Bid Resolution in PITS
- Update Insurance Spreadsheet if required
- Send Final Bid Info to TTU Business Office

**Accountant**

- Update Edison if required

**OSA Document Package**

- Contract
- DDP & CDP Cost Estimates
- Designer Recommendation Letter
- Bid Tab
- Certificate of Insurance
- Current Approved SBC-1
- Most Current SBC Meeting Minutes