

ITEM #8			
Cleanup fire hose cabinet in lieu of replacement	\$	(2,500)	\$ (2,000)
ITEM #9		No Change	See Item #12 for Add
Type 'D' lighting change			
ITEM #10			
Delete price to cut glass around beams & slab at Reception - Install gypsum board	\$	(2,500)	\$ (1,600)
Add to base job ceiling			\$ 900
ITEM #11		No Change	\$ (5,000)
ITEM #12			
Electrical Adds (for 4, 5, 9 & 11)			\$ 21,097
ADDENDUM #5			
Delete various electrical & data outlets throughout	\$	(10,000)	\$ (13,800) *

* Contractor #2 has not given credit for any lighting substitutions

Summary: Bid Preparation and RFP

In short, the following should serve as a brief guide for design professionals during the bidding and negotiations portion of a project.

- *Review contract documents for bidding purposes*
- *Prequalify a long list of possible contractors*
- *Prepare the Invitation to Bid document*
- *Prepare Instructions to Bidders, Forms of Agreement, and solicitation of bids or negotiated proposals from reputable contractors and suppliers known to and deemed appropriate to the project*
- *Conduct prebid meetings with all trades*
- *Handle questions and clarifications through a formal process with all bidders*
- *Conduct formal bid opening with client*
- *Prepare a detailed spreadsheet-leveling of all trade bids and assessments of submission*
- *Confer with client on submissions/evaluation of bids*
- *Award the contract*

Selection of the Contractor

As important as the process of selecting a contractor is to the project, it is a tedious task. Still, the design professional should always be proactive in this process and become intimately involved with the client in establishing pertinent criteria for assessing contractor qualifications. The following are recommended criteria in evaluating the qualifications of a contractor: quality standards, construction and technical expertise, communication and service, experience and viability, references, and willingness to be responsible in terms of price, insurance, and dispute resolution.

CONSTRUCTION AND TECHNICAL EXPERTISE

The owner and design professional should make a conscious effort to look for a contractor who is familiar with or specializes in the proposed project type. It