DOCUMENT 00 45 90

POST BID INTERVIEW

1. – GENERAL
	1. SUMMARY

If requested by the District, this Section requires the apparent low bidder to attend and participate in a Post Bid Interview with the Construction Manager, prior to award of any contract by the District. The Post Bid Interview will be scheduled by the Construction Manager within three (3) calendar days after the date of bid.

* 1. REQUIRED ATTENDANCE
		1. A duly authorized representative of the apparent low bidder is required to attend the Post Bid Interview, in person.
		2. The apparent low bidder’s authorized representative(s) must have (1) knowledge of how the bid submitted was prepared, (2) the person responsible for supervising performance of the Work, and (3) the authority to bind the apparent low bidder.
		3. Failure to attend the Post Bid Interview as scheduled will be considered just cause for the District to reject the Bid as nonresponsive.
	2. POST BID INTERVIEW PROCEDURE
		1. The Construction Manager will review the Bid with the attendees.
		2. The Construction Manager will review the Contract Documents with the attendees, including but not limited to:
			1. Insurance
			2. Bonding
			3. Addenda
			4. Pre-Bid Clarifications
			5. Scope of Work
			6. Bid Packages Descriptions
			7. Bid Alternates
			8. Contract Plans
			9. Contract Specifications
			10. Project Schedule and Schedule Requirements
			11. Critical Dates Requirement for Other Bid Packages
			12. Prevailing Wage Requirements
			13. Liquidated Damages
			14. Required Documentation for Contract Administration
			15. Contract Coordination Requirements
	3. POST BID INTERVIEW DOCUMENTATION

The Construction Manager will document the Post Bid Interview on the form attached to this Section. Both the apparent low bidder and the Construction Manager are required to sign the Post Bid Interview Documentation.

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POST BID INTERVIEW

**CONSTRUCTION MANAGER**

[Name]

[Address 1]

[Address 2]

[Phone] [Fax]

|  |  |
| --- | --- |
| BIDDER: |  |
| DATE: |  | TIME: |  | PHONE: |  |
|  | INTRODUCTIONS: |
|  |  | Present |  |  |  |
|  |  |  | CONTRACTOR |  | CONTRACTOR |
|  |  |  |  |  |  |
|  |  |  | [CM] |  | [CM] |
|  | PROPOSED CONTRACT: |  |
|  | PURPOSE OF INTERVIEW IS TO ASSURE A MUTUAL UNDERSTANDING OF THE FOLLOWING: |
|  | * 1. Do you acknowledge submission of a complete and accurate bid?
 | Yes | No |
|  | * 1. Do you acknowledge the Bid Document submittal timelines after NOA and NTP and can you meet those timelines?
 | Yes | No |
|  | * 1. Do you acknowledge the requirements for the escrow of bid documents?
 | Yes | No |
|  | * 1. Are you comfortable with your listed subcontractors?
 | Yes | No |
|  | CONTRACTUAL REQUIREMENTS: |  |  |
|  | * 1. Do you understand you are a prime contractor?
 | Yes | No |
|  | * 1. Can you meet specified insurance requirements?
 | Yes | No |
|  | * + 1. Do any of your policies that require Additional Insured endorsements exceed the minimum coverage requirements?
 | Yes | No |
|  | * + 1. Are you requesting that the District accept an Excess Liability Insurance Policy to meet the policy limit?
 | Yes | No |
|  | * + 1. Will there be a gap between the per occurrence amount of any underlying policy and the start of the coverage under the Umbrella or Excess Liability Insurance Policy?
 | Yes | No |
|  | * 1. Will you provide the Performance Bond and Labor and Material Bond for 100% of the Contract Price as stipulated?
 | Yes | No |
|  | * + 1. Cost for bonds: \_\_\_\_\_\_\_\_\_\_\_\_%
 | Yes | No |
|  | * + 1. Is the cost of your bonds in your base bid?
 | Yes | No |
|  | * + 1. Is your surety licensed to issue bonds in California?
 | Yes | No |
|  | * 1. Do you understand the fingerprinting requirements?
 | Yes | No |
|  | * 1. Is it understood that all workers must be paid prevailing wage?
 | Yes | No |
|  | * 1. Is it understood that all subcontractors of every tier must be registered as a public works contractor with the Department of Industrial Relations?
 | Yes | No |
|  | SCOPE OF WORK: |  |  |
|  | * 1. Acknowledged Receipt of Addenda #1-\_\_
 | Yes | No |
|  | * 1. Are the costs for addenda items included in your bid? (if applicable)
 | Yes | No |
|  | * 1. Do you have a complete understanding of your Scope of Work under the proposed Agreement?
 | Yes | No |
|  | * 1. You have re-reviewed the documents and understand the Scope of the Work. Are there any items that require clarification?
 | Yes | No |
|  | If yes, please identify them. |  |  |
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|  | Is (are) there additional cost(s) for the above item(s)? | Yes | No |
|  | * 1. Is the cost for allowance included in your bid?
 | Yes | No |
|  | * 1. Have you reviewed bid alternative(s) #1-\_\_\_? (if applicable)
 | Yes | No |
|  | * 1. Are the costs for bid alternatives included in your bid?
 | Yes | No |
|  | * 1. Are the plans and specifications clear and understandable to your satisfaction?
 | Yes | No |
|  | * 1. Do you acknowledge that the time to submit notice of requests for substitution of specified materials has expired?
 | Yes | No |
|  | SCHEDULE: |  |  |
|  | * 1. Do you acknowledge and agree to the stipulated completion dates and milestones in the contract?
 | Yes | No |
|  | * + 1. Will you provide a detailed construction schedule to \_\_\_\_\_\_\_ within the required ten (10) days of the Notice to Proceed, per the contract?
 | Yes | No |
|  | * + 1. Can you meet the submittal deadline?
 | Yes | No |
|  | * + 1. It is understood that the Project schedule is critical and that that weekend and overtime work may be required to meet the milestones.
 | Yes | No |
|  | * + 1. It is understood that if rain does occur, then all dewatering and protection of work is required, per the contract.
 | Yes | No |
|  | If not, what do you believe must change and why?  |   |
|  |  |
|  |  |
|  | * 1. Identify critical materials, deliveries, long lead items and other dependencies, including Owner Furnished items that could affect the completion of your work.
 | Yes | No |
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|  | * 1. Do you understand that there is going to be maintenance and other construction taking place on site during the course of the project?
 | Yes | No |
|  | EXECUTION OF WORK |  |  |
|  | * 1. Do you understand the access to the site?
 | Yes | No |
|  | * 1. Do you understand the staging area restrictions?
 | Yes | No |
|  | * 1. Have you included protection of [asphalt, floors, and roofs]?
 | Yes | No |
|  | * 1. Do you understand that the site is occupied by students, teachers, administrators, parents, etc.?
 | Yes | No |
|  | CONTRACTOR COMMENTS/SUGGESTIONS: |  |  |
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|  |  |  |

1. CONTRACTOR

**You agree the information contained herein is part of your contractual obligations. Your signature acknowledges your agreement to perform all Work in the Contract Documents, and that costs for all Work are included in your bid.**

The foregoing information is true and accurate, and I am authorized to sign as an officer of the company I am representing.

[Company Name]

Signature Title:

Date:

1. CONSTRUCTION MANAGER

Signature Title:

Date:

Title of Document: POST BID INTERVIEW

Number of Pages:

Date of Document:

END OF DOCUMENT