

700 – Phase C Bidding and Negotiations Checklist

Bidding and Negotiations

- | Complete | N/A | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Time, Date and Place of Bid Receipt and Opening is established by the Contracting Officer and the Project Manager. |
| <input type="checkbox"/> | <input type="checkbox"/> | Time, Date and Place of the Pre-Bid Conference is established by the Contracting Officer and the Project Manager. The Contracting Officer is responsible for conducting the Pre-Bid Conference and issuing clarifications via addendum. |
| <input type="checkbox"/> | <input type="checkbox"/> | Architect-Engineer provides information and clarifications to the Contracting Officer and the Project Manager. The Contracting Officer then issues addenda through the Division of Engineering and Contract Administration. |
| <input type="checkbox"/> | <input type="checkbox"/> | Contracting Officer conducts Bid Receipt, Opening and Review. Architect-Engineer, Project Manager and the Using Agency Representative participate in post-bid review. |
| <input type="checkbox"/> | <input type="checkbox"/> | Architect-Engineer submits bid-review evaluation letter to the Contracting Officer. |
| <input type="checkbox"/> | <input type="checkbox"/> | The Project Manager submits bid-review evaluation letter to the Contracting Officer. |
| <input type="checkbox"/> | <input type="checkbox"/> | The Using Agency Representative submits bid-review evaluation letter to the Contracting Officer. |

The Architect-Engineer shall:

- | Complete | N/A | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Provide the clarifications and any information to be included in addenda to the Contracting Officer for distribution. |
| <input type="checkbox"/> | <input type="checkbox"/> | Participate in post-bid review with the Project Manager and the Using Agency Representative. |
| <input type="checkbox"/> | <input type="checkbox"/> | Submit bid-review evaluation letter to the Contracting Officer. |

The Contracting Officer shall:

- | Complete | N/A | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Establish the Time, Date and Place of Bid Receipt and Opening with assistance from the Project Manager. |
| <input type="checkbox"/> | <input type="checkbox"/> | Conduct the Pre-Bid Conference and issuing clarifications via addendum. |
| <input type="checkbox"/> | <input type="checkbox"/> | Issue addenda through the Division of Engineering and Contract Administration. |
| <input type="checkbox"/> | <input type="checkbox"/> | Receive clarifications and any information to be included in addenda from the Architect-Engineer and distributes as appropriate. |
| <input type="checkbox"/> | <input type="checkbox"/> | Conduct Bid Receipt, Opening and Review. |

The Project Manager shall:

- | Complete | N/A | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Coordinate with the Contracting Officer to establish the Time, Date and Place of Bid Receipt and Opening. |
| <input type="checkbox"/> | <input type="checkbox"/> | Receive information and clarifications from the Architect-Engineer and coordinates with the Contracting Officer. |
| <input type="checkbox"/> | <input type="checkbox"/> | Participate in post-bid review with the Architect-Engineer and the Using Agency Representative. |
| <input type="checkbox"/> | <input type="checkbox"/> | Submit bid-review evaluation letter to the Contracting Officer. |

The Using Agency Representative shall:

- | Complete | N/A | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Submit bid-review evaluation letter to the Contracting Officer. |

End of the Phase C Bidding and Negotiation Checklist