

SECTION 11 - CONTRACT TENDERING

11.1 DESIGN AND TENDER PACKAGE

11.1.1 GENERAL

The contract tender submission is the end product of the design phase. The accuracy and relevance of the information provided is critical to the bidding process and provides the framework for the construction supervision and contract administration phase.

The Consultant shall undertake an independent check of all submissions in accordance with Section 1.5.8 of these guidelines. A Design and Tender Package shall be submitted by the Consultant to the Project Sponsor. This formal submission shall be accompanied by a signed covering letter from the Consultant and shall include a tender document, all associated plans, drawings and data sheets, design quantity and cost summaries as detailed below. This Package will subsequently be submitted by the Project Sponsor to Professional Services Branch.

The Department recognizes that the current tendering process (and associated contract administration) is very comprehensive. The Project Sponsor may suggest, in the Terms of Reference, alternative tendering/construction processes that will result in economy to the overall project. Similarly, the Consultant is encouraged to suggest alternative tendering/construction processes that can be expected to result in lower overall project costs and do not impose undue risk on either the Contractor or the Department.

11.1.2 DESIGN AND TENDER PACKAGE SUBMISSION REQUIREMENTS

There are four main components to the design and tender package submission: the covering letter, the design submission, the tender documents, and the contract plans and drawings.

11.1.2.1 Covering Letter

The covering letter may be submitted in electronic or printed form. The letter shall contain the following information:

- The name, address and telephone number and signature of the Consultant;
- The name, title, telephone number, email address of the designer/contact person responsible for the preparation of the design and tender submission;

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- The consulting agreement number, tender number, highway/control section number, and the project ID number;
- A list of all enclosures;
- The status of all right-of-way/borrow pit negotiations, if applicable;
- The status of all utility crossing agreements, if applicable;
- The status of all environmental permits, Fisheries and Navigable Waters Authorizations, if applicable;
- The memo shall identify the individual/company that performed the independent check;
- If the “C-Estimate” varies from the most recent estimate shown in the Department’s construction program by more than 20% (either greater or less), the Consultant shall provide a rationale for the variance;
- A list of all Design Exceptions with the approvals of Technical Standards Branch

11.1.2.2 Design Submission

The design shall include:

- Two separate cost estimates, one of which is based on the previous year’s average bid price report, and the second (the “C-Estimate”) which is the estimated cost of the project at the time of tendering;
- Each cost estimate will include Contract Items, 10% Contingencies, Engineering Costs, Right-of-Way Costs, Utility Costs, and any other relevant Project Costs;
- For projects with different types of work, separate cost estimates shall be provided for each component of the work (i.e. grading, surfacing, bridge, etc.);
- All cost estimates shall be provided in electronic form (MS Excel spreadsheet) and in printed format;
- The Unit Price Schedule database created by the Consultant Bid Item System (CBIS) program shall be provided in electronic format

11.1.2.3 Tender Documents

- The tender document shall be prepared in WordPerfect Version 8 format. Electronic conversion from other programs into WordPerfect Version 8 is NOT acceptable;
- All tender documents shall be created using the tender document shell located on the Department’s web site;
- Whenever possible, the tender document shall utilize either standard specifications or the special provisions posted on the Department’s web site;
- Any non-typical special provisions, specification amendments or supplemental specifications shall be created in a format consistent with the Department’s standard specifications;

- Any permits or authorizations, contract plans, pit plans, or scanned images to be incorporated in the tender document shall be scanned using the following settings:
 - Save image as: MS Paintbrush (*.pcx)
 - resolution: 300 dpi
 - image type: line art
 - All scanned images shall be legible in the printed and electronic form
- As a minimum, all tender documents shall include a “Location Plan”

11.1.2.4 Separate Plans and Drawings (if applicable)

Some tenders may require oversize plans or drawings that are intended to form part of the tender documents. Oversize plans are described as plans larger than 22” x 34”. These plans may be required due to the size or detail of a project and are occasionally needed for interchanges, complex intersections, major utilities etc. Whenever possible the Consultant shall attempt to use standard size plans in lieu of oversized plans.

Many tenders have separate plans. Separate plans are needed on grading projects, bridge projects, and some surfacing projects. Typically, separate drawings are 11 x 17 or 22 x 34 inches in size. Separate Plans are considered essential to bidders for the preparation of their bids and one set of 11 x 17 plans is included with each tender document. The full size (22 x 34) plans are available for purchase by interested bidders.

In addition, some tenders may include reference drawings. Reference drawings, which include Utility Plans and as-built drawings are available for purchase by bidders; however, the drawings are not considered necessary for the preparation of bids. Reference drawings may be oversized depending on the size of the original drawing. Reference drawings are normally made available for viewing by bidders in advance of tender closing.

Submission requirements for plans and drawings include:

- The Consultant shall submit one set of mylars to the Project Sponsor with the tender submission. The mylars shall be signed by both designer and checker;
- The Consultant shall provide a CD containing the electronic copies of signed mylars in AutoCAD or Microstation Format. As of Aug 1, 2002 all drawings must be in Microstation compatible format (as per the Drafting Guidelines Manual (CB4)).
- The Consultant shall submit an electronic copy of reduced size (11 x 17) drawings in Adobe Acrobat (*.pdf) format. For the reduced size drawings, photo mosaics shall be turned off. Each Adobe drawing file shall be limited to a maximum of 30 pages per file;
- The Consultant shall also provide a set of full size (22 x 34) drawings in Adobe Acrobat (*.pdf) format. The full size drawings shall include photo mosaics. Each adobe drawing file shall be limited to a maximum of 30 pages per file and a maximum file size of 2 MB;

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- If the tender includes reference drawings, the Consultant shall supply 15 printed and bound sets of the reference drawings with the tender submission. Alternatively, the Consultant may scan the reference drawings and provide the drawings in Adobe Acrobat (*.pdf) format. If the Consultant elects to provide the reference drawings in electronic format, each drawing shall be either expanded or reduced to fit on a standard 22 x 34-inch size.
- For smaller bridge projects, full size drawings are not required unless the plan detail is insufficient for bidders to prepare their bids.

11.1.3 TENDER DOCUMENT PACKAGE

The format of the tender document is provided in the Tender Document Template located on the Department's Internet web page. The format of the tender document is as follows:

- Title page
- Table of contents (generated by WordPerfect)
- Instructions to Bidders
- Tender forms
- Unit Price Schedule (created by merging the CBIS database)
- Tender Amendment form
- Special Provisions
- Specification Amendments, where applicable
- Supplemental Specifications, where applicable
- Engineering Plans and drawings
- Contract Plans (location plan minimum)
- Environmental permits, licenses, approvals, authorizations
- Addendums

11.1.4 STANDARD SPECIFICATIONS, SPECIAL PROVISIONS, SPECIFICATION AMENDMENTS AND SUPPLEMENTAL SPECIFICATIONS

The Department's Internet Web Site contains the most up-to-date versions of the tender document templates, bid items, typical Special Provisions, and Specification Amendments.

The web site is located at:

<http://www.trans.gov.ab.ca/Content/doctype29/production/pro012.htm>

(as of December 2001)

The Department maintains several specification manuals including the "Standard Specification for Highway Construction" and the "Specifications for Bridge Construction". Whenever possible, Consultants shall utilize the Standard Specifications rather than creating new Special Provisions. When new Special Provisions are used, they shall be accepted by the Project Sponsor.

In the event that a special provision is required, the Consultant shall first review the typical Special Provisions posted on the Department's Internet web site. If it is necessary for the Consultant to develop a new Special Provision, the Consultant shall ensure the Special Provision is created in a format that is consistent with the Standard Specifications and the Special Provisions posted on the Internet web site. It is important that any new special provision has been reviewed by the Project Sponsor to ensure that there is no conflict with any other specifications (the Project Sponsor may refer this to the Technical Standards Branch).

11.1.5 ADDENDA

Addenda are revisions to the tender documents that are issued to all bidders during the tender period. Although any number of sources may identify the need for an addendum; the Consultant is responsible for providing the addendum information to Professional Services Section prior to the tender closing date.

Typically, the Consultant shall notify the Project Sponsor, as soon it becomes apparent that changes to the tender documents are required. Where feasible, the Addendum shall be submitted to the Project Sponsor and Professional Services Section on the same working day that the need is identified. If an addendum is submitted to Professional Services less than two working prior to the scheduled close of tenders, the closing date will be extended by Professional Services to allow all bidders the opportunity to evaluate the addendum.

The addenda submission to Professional Services Section shall be in WordPerfect Version 8.0 electronic format. If the addendum includes revised plans, the plans shall be provided in accordance with Section 11.1.2.4.

If the addendum will result in a change to the estimated cost of the project, the Consultant shall provide a revised "C-Estimate" with the addendum submission.

11.1.6 MATERIALS

Typically, the supply of materials will be the responsibility of the Contractor as part of the construction contract. In the rare instance where material supply is not included in the construction contract, the Consultant shall be responsible for the preparation of material orders for the Department.

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11.1.7 REPORTING REQUIREMENTS

Unless otherwise agreed by the Department, the Consultant shall submit the draft design and tender package to the Project Sponsor a minimum of 6 weeks prior to the “Tender Package Submission Date” as stated in the Terms of Reference.

Following the technical review and acceptance of the tender documents by the Project Sponsor, the Consultant shall submit the final design and tender package to Professional Services a minimum of 2 weeks prior to the “Tender Package Submission Date”.

Within two weeks after the Contract award, the Consultant shall submit six sets of full size drawings (4 to the Contractor, 2 to the Project Sponsor). The drawings shall be updated to include all revisions to date.

Current References for Section 11:

Please refer to Appendix “M” for references. Depending on the nature and complexity of the tender there may be many references that apply. Rather than provide a partial listing here, the reader is referred to Appendix “M” for the complete list.

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