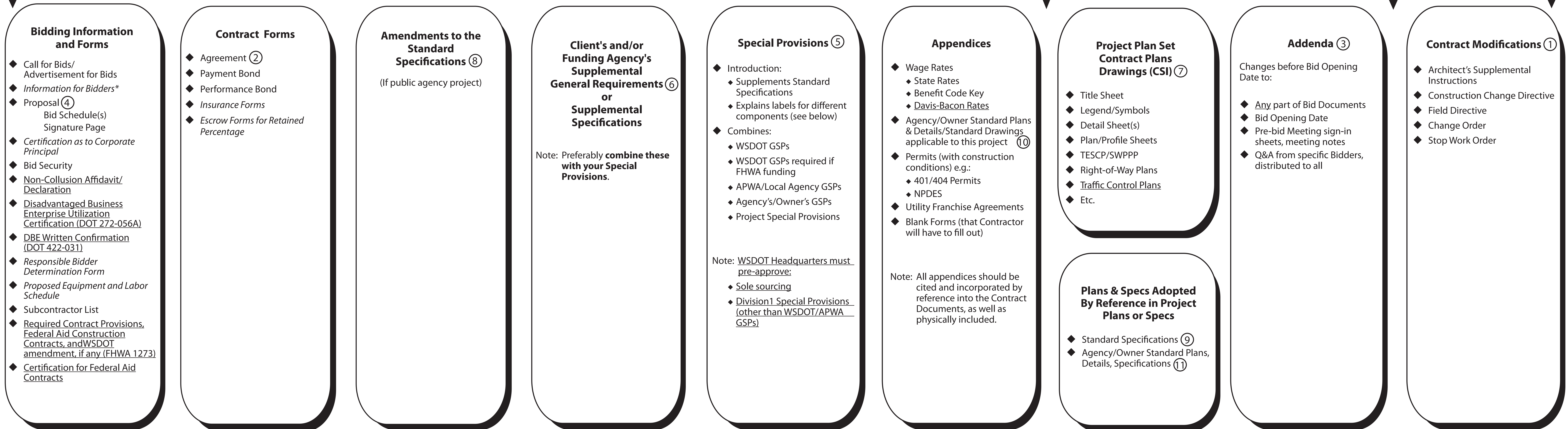


Bid Documents

Project Manual (CSI)
Contract Provisions (WSDOT and Local Agency)



Bidding Information and Forms

- ◆ Call for Bids/ Advertisement for Bids
- ◆ *Information for Bidders**
- ◆ Proposal ④
 Bid Schedule(s)
 Signature Page
- ◆ *Certification as to Corporate Principal*
- ◆ Bid Security
- ◆ *Non-Collusion Affidavit/ Declaration*
- ◆ *Disadvantaged Business Enterprise Utilization Certification (DOT 272-056A)*
- ◆ *DBE Written Confirmation (DOT 422-031)*
- ◆ *Responsible Bidder Determination Form*
- ◆ *Proposed Equipment and Labor Schedule*
- ◆ Subcontractor List
- ◆ *Required Contract Provisions, Federal Aid Construction Contracts, and WSDOT amendment, if any (FHWA 1273)*
- ◆ *Certification for Federal Aid Contracts*

Contract Forms

- ◆ Agreement ②
- ◆ Payment Bond
- ◆ Performance Bond
- ◆ *Insurance Forms*
- ◆ *Escrow Forms for Retained Percentage*

Amendments to the Standard Specifications ⑧

(If public agency project)

Client's and/or Funding Agency's Supplemental General Requirements ⑥ or Supplemental Specifications

Note: Preferably **combine these with your Special Provisions.**

Special Provisions ⑤

- ◆ Introduction:
 - ◆ Supplements Standard Specifications
 - ◆ Explains labels for different components (see below)
- ◆ Combines:
 - ◆ WSDOT GSPs
 - ◆ WSDOT GSPs required if FHWA funding
 - ◆ APWA/Local Agency GSPs
 - ◆ Agency's/Owner's GSPs
 - ◆ Project Special Provisions

Note: WSDOT Headquarters must pre-approve:

- ◆ Sole sourcing
- ◆ Division 1 Special Provisions (other than WSDOT/APWA GSPs)

Appendices

- ◆ Wage Rates
 - ◆ State Rates
 - ◆ Benefit Code Key
 - ◆ Davis-Bacon Rates
- ◆ Agency/Owner Standard Plans & Details/Standard Drawings applicable to this project ⑩
- ◆ Permits (with construction conditions) e.g.:
 - ◆ 401/404 Permits
 - ◆ NPDES
- ◆ Utility Franchise Agreements
- ◆ Blank Forms (that Contractor will have to fill out)

Note: All appendices should be cited and incorporated by reference into the Contract Documents, as well as physically included.

Project Plan Set Contract Plans Drawings (CSI) ⑦

- ◆ Title Sheet
- ◆ Legend/Symbols
- ◆ Detail Sheet(s)
- ◆ Plan/Profile Sheets
- ◆ TESP/SWPPP
- ◆ Right-of-Way Plans
- ◆ Traffic Control Plans
- ◆ Etc.

Plans & Specs Adopted By Reference in Project Plans or Specs

- ◆ Standard Specifications ⑨
- ◆ Agency/Owner Standard Plans, Details, Specifications ⑪

Addenda ③

Changes before Bid Opening Date to:

- ◆ *Any part of Bid Documents*
- ◆ Bid Opening Date
- ◆ Pre-bid Meeting sign-in sheets, meeting notes
- ◆ Q&A from specific Bidders, distributed to all

Contract Modifications ①

- ◆ Architect's Supplemental Instructions
- ◆ Construction Change Directive
- ◆ Field Directive
- ◆ Change Order
- ◆ Stop Work Order

Legend

- ① typical order of precedence in case of dispute - see your Bid Documents for precedence for your project
- italics* optional, depending on agency/owner requirements, Project Manager's judgment, specific project needs
- underlined required if FHWA funding; for other federal funding, see requirements of the specific agency (FTA, etc.)
- WSDOT Washington State Department of Transportation
- CSI Construction Specifications Institute - primarily for private, vertical construction
- * Part of Contract Documents only if so cited; if so, add to Order of Precedence

Note: Some components listed above have several choices for title. Use the proper nomenclature as established in your Standard Specifications.

Not Part of Contract Documents unless specifically included and cited, or can make available as Supplementary Information only

- ◆ Geotechnical Report, including boring logs (WSDOT requires boring logs and Summary Report)
- ◆ Asbestos, Lead, etc. Reports
- ◆ Cross-sections, with earthwork calculations

What Makes Up Contract Documents?

August 2012

