

Competitive Procedure, Construction Valued Between \$50,000 and \$100,000

If a bid process is desired or required, a competitive procedure shall be used for proposals on projects valued between \$50,000 and \$100,000. The RCD seeks, but is not required, to receive at least two proposals for projects in this size range. Advertising is not required. The SRCD Board Subcommittee may reject any and all proposals received.

- a) A request for bids package, which includes a project description, plans, specifications and related drawings, the contract form, earliest start and latest completion dates, a cost proposal form, a proposal due date, and a site visit date, is prepared. An engineer's cost estimate is prepared separately.
- b) All projects must have a PWC-100 form filed with the DIR.
- c) The project manager may solicit interested contractors who are credited as competent and qualified to complete the project as specified. Contractors will be solicited for a proposal using the following guidelines:
 - a. Only licensed and/ or credentialed contractors.
 - b. Contractor must be registered with the DIR
 - c. Must have experience with project type
 - d. Must be familiar with working on grant funded projects.

The project manager will seek a contractor in good standing and with whom the SRCD has a good working relationship.

- d) The project manager will send the request for bids to each interested contractor for examination at least 5 days prior to the site tour.
- e) All interested contractors are required to attend the site visit, at which time the project manager or an assistant can show the project site to contractors and answer any questions. At the manager's discretion, the project designer may attend the site visit to clarify design questions.
- f) Each interested contractor shall use the RCD standard cost proposal form for their proposal and return it with a signed copy of the request for bids prior to the proposal due time. If a contractor's proposal is accepted, it will be attached to the SRCD contract form and will become a part of the contract. The SRCD board subcommittee will accept the proposal, which is of the greatest advantage to the SRCD. However, the SRCD board subcommittee has the right to reject any and all proposals.
- g) If the most advantageous proposal is greater than \$100,000, all proposals shall be rejected and a new request for bids shall be issued using the competitive procedure for projects over \$100,000, unless an emergency would develop.

Competitive Procedure, Construction Valued above \$100,000

If a bid process is desired or required, the following is a competitive procedure for proposals on projects valued above \$100,000. The RCD seeks, but is not required, to receive at least two proposals for projects in this size range. Advertising is not required. Performance bonding is required. The SRCD Executive Committee may reject any and all proposals received.

- a) A request for bids package, which includes a project description, plans, specifications and related drawings, a copy of the contract form, a cost proposal form, earliest start and latest completion dates, a proposal due date, and a site visit date, is prepared. An engineer's cost estimate is prepared separately.
- b) The project manager will maintain a mailing list of interested contractors who are credited as competent and qualified.
- c) The manager will send the request for bids to each qualified contractor on the mailing list at least 10 days prior to the site tour. Any licensed contractor who contacts the manager may receive the RFB. If advertising is required the project manager will also send the RFB to the North Coast Builders Exchange at least 15 days prior to the scheduled site visit.
- d) All interested contractors are required to attend the site visit provided they meet qualifying standards, at which time the project designer will be available to answer questions.
- e) Each qualified contractor shall use the Standard RCD cost proposal form for their proposals and return it with a signed copy of the request for bids prior to the proposal due time. If a contractor's proposal is accepted, it will be attached to the SRCD contract form and will become a part of the contract. The SRCD Executive Committee will accept the proposal, which is of the greatest advantage to the SRCD. However, the SRCD board subcommittee has the right to reject any and all proposals.