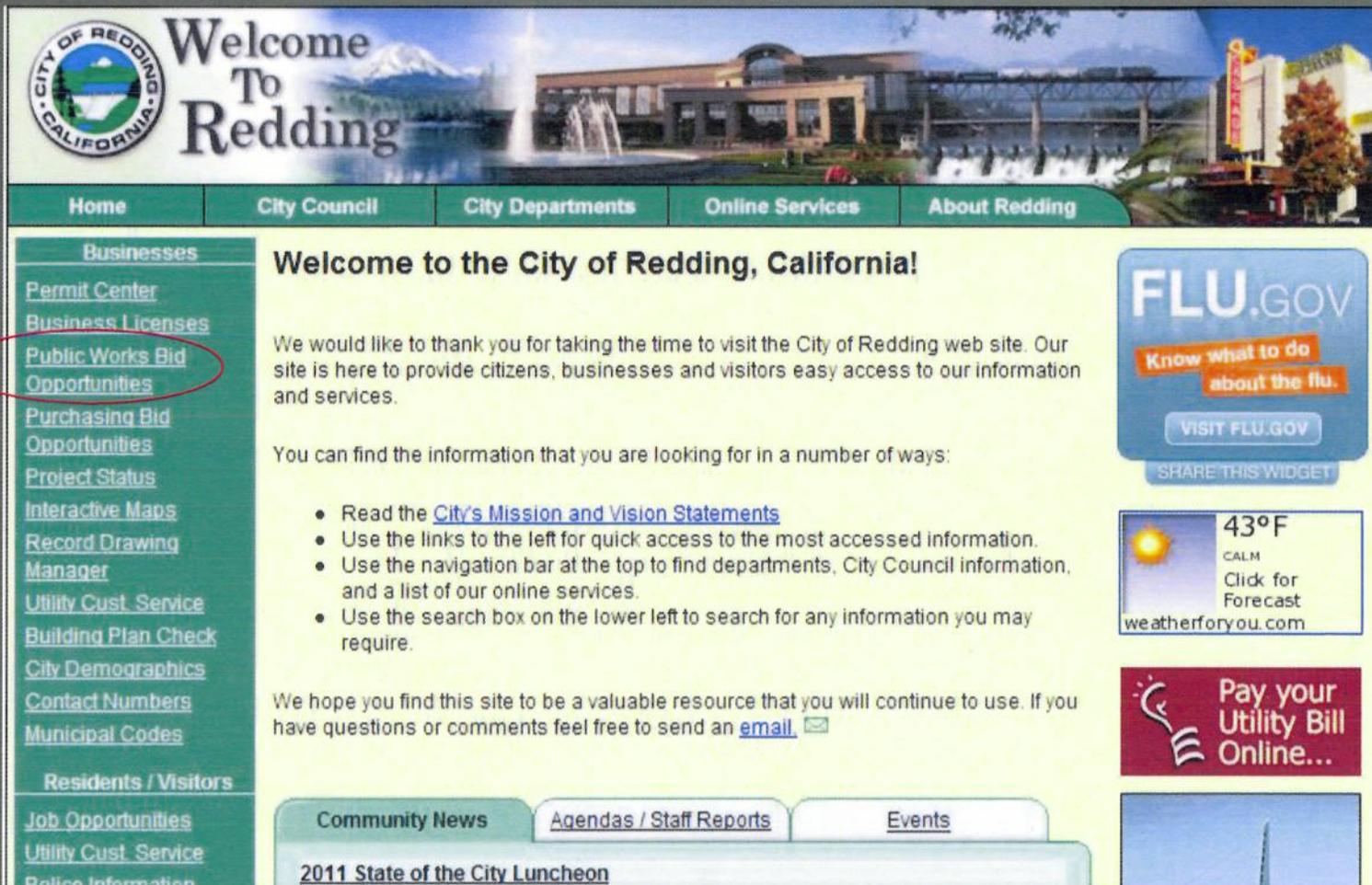




Keys to Successfully Bidding a City Project

Advertising – Where to Find Info

- City Web Address: www.ci.redding.ca.us



The screenshot shows the homepage of the City of Redding website. At the top left is the City of Redding logo. The main header features a large image of a fountain and a building with the text "Welcome To Redding". Below this is a navigation bar with links for Home, City Council, City Departments, Online Services, and About Redding. On the left side, there is a vertical menu under the heading "Businesses" with links for Permit Center, Business Licenses, Public Works Bid Opportunities (circled in red), Purchasing Bid Opportunities, Project Status, Interactive Maps, Record Drawing Manager, Utility Cust. Service, Building Plan Check, City Demographics, Contact Numbers, and Municipal Codes. Below this menu is a section for "Residents / Visitors" with links for Job Opportunities, Utility Cust. Service, and Police Information. The main content area has a heading "Welcome to the City of Redding, California!" followed by a welcome message and a list of ways to find information. On the right side, there are three widgets: a "FLU.GOV" widget with a "VISIT FLU.GOV" button, a weather widget showing 43°F and "CALM" with a "Click for Forecast" link, and a "Pay your Utility Bill Online..." widget. At the bottom, there are buttons for "Community News", "Agendas / Staff Reports", and "Events", with a link to "2011 State of the City Luncheon" below.

Businesses

- [Permit Center](#)
- [Business Licenses](#)
- [Public Works Bid Opportunities](#)
- [Purchasing Bid Opportunities](#)
- [Project Status](#)
- [Interactive Maps](#)
- [Record Drawing Manager](#)
- [Utility Cust. Service](#)
- [Building Plan Check](#)
- [City Demographics](#)
- [Contact Numbers](#)
- [Municipal Codes](#)

Residents / Visitors

- [Job Opportunities](#)
- [Utility Cust. Service](#)
- [Police Information](#)

Welcome to the City of Redding, California!

We would like to thank you for taking the time to visit the City of Redding web site. Our site is here to provide citizens, businesses and visitors easy access to our information and services.

You can find the information that you are looking for in a number of ways:

- Read the [City's Mission and Vision Statements](#)
- Use the links to the left for quick access to the most accessed information.
- Use the navigation bar at the top to find departments, City Council information, and a list of our online services.
- Use the search box on the lower left to search for any information you may require.

We hope you find this site to be a valuable resource that you will continue to use. If you have questions or comments feel free to send an [email](#).

FLU.GOV
Know what to do about the flu.
[VISIT FLU.GOV](#)
SHARE THIS WIDGET

43°F
CALM
Click for Forecast
weatherforyou.com

Pay your Utility Bill Online...

[Community News](#) [Agendas / Staff Reports](#) [Events](#)

[2011 State of the City Luncheon](#)



Keys to Successfully Bidding a City Project

Advertising – Where to Find Info

- CIP LIST.com: <http://www.ciplist.com/>
 - List of Projects being advertised
 - Download Plans and Specifications
 - Addendums and Bidder Inquiries
 - Plan Holders List

A screenshot of the CIP LIST.com website homepage. The page has a dark background with a white navigation bar at the top containing links: "View Projects", "Member Login", "Member Signup", "Municipality Login", and "About Us". The main content area features a white box with the text "Welcome to CIP List.com" and "1... 2... 3... it's FREE!". Below this is a map of the United States with the text "step 1... Find your city or county using our Interactive Map" and a "click here" link. To the right of the map is a "Sponsored by:" section for "VIRTUAL PROJECT MANAGER" (VPM) with the tagline "Imagine... All elements of your project Under control. Organized. Signed off. And moving forward." Below the VPM logo is a circular "GO GREEN GO PAPERLESS" logo. At the bottom of the white box, it says "Designed by Cities for Cities!". A small copyright notice is visible at the very bottom of the page: "© 2012 CIP List. All rights reserved. Terms of Service // About Us // Contact Us".



Keys to Successfully Bidding a City Project

Advertising – Where to Find Info

- Shasta Builders Exchange
- Record Searchlight
 - Notice Inviting Bids
 - Description of Work
 - Advertisement Period
 - Bid Opening date
 - Funding
 - Special requirements





Keys to Successfully Bidding a City Project

Bid Documents

Where to get Bid Documents

- <http://www.ciplist.com/>
- Download Documents and Print

What the Bid Documents Include:

- PROPOSAL
 - Bid Items
 - Bidders Bond
- SPECIAL PROVISIONS
- PLANS & SPECIFICATIONS
- STANDARD PLANS & SPECIFICATIONS
- ENVIRONMENTAL PERMITS
- INFORMATIONAL HANDOUTS





Keys to Successfully Bidding a City Project

Bid Process – Additional Info

● Bidder Inquiries

- Project Contact is provided
- Call Engineering (225-4170)
- Posted on CIP List.com

● Addendums

- Posted to CIP List.com
- Plan Holders notified by email through CIPLists.com
- Contractors Responsibility to be aware of all
- No Additional 72 hour prior to Bid Opening
- Bidder must certify addendums included in bid



Keys to Successfully Bidding a City Project

Bid Opening

○ Date and Time:

- Tuesdays & Thursdays
- 3:00 pm

○ City Clerk's Office

- Bids Opened in Public





Keys to Successfully Bidding a City Project

Bid Opening

- Proposal – Items often missed...
 - Unit Prices – Words AND Numeric
 - Signatures (where required)
 - Addendum Acknowledgement – CIP List.com
 - Bid Bond: Cash, Cashiers Check or Money Order
 - Subcontractors List Per Ch 4 Public Contract Code Sections 4100 – 4113:
 - Must list subs if work is greater than 0.5% of prime contractor's total bid or
 - Streets, highways or bridges greater than 0.5% of prime contractor's total bid or \$10,000, whichever is greater (Section 4104)
 - DBE Use and Good Faith Efforts – Federally Funded Projects



Keys to Successfully Bidding a City Project Award Process

- Staff Evaluation of Apparent Low Bidder
- Staff Award Recommendation:
 - All Projects (Formal or Informal): City Council
- Approval:
 - City Attorney Review
 - Contract Documents
 - Four signed copies
 - Insurance
- Notice to Proceed





Keys to Successful Contract Administration

DBE Inclusion in PW Contracts

● Fed Aid – All Administer DBE Different

- FHWA vs. FTA vs. FAA vs. EPA (SRF) vs. EPA vs. HUD (CDBG) vs. EDA

● COR Keys

- Meet the Goal (if there is one)
- Good Faith Effort – Follow The Six Steps Closely
- Notice to Bidders and/or Submit Inquiry if Qs





Keys to Successful Contract Administration

Contract Administration Options

- City Staff
 - Maximize In House Staff
- “On Call” Construction Support
- Full Consultant Management
 - RFP Process





Keys to Successful Contract Administration

City and Consultant Admin.

- Notice to Proceed
 - Issued by City following contract approval
- Pre-Construction Meeting
 - Set up by City or Consultant Resident Engineer
- Site Inspection
 - Daily Site Inspection (not full time)
 - Quantity/Pay Documentation
 - Consultant and City Inspectors
- Materials Testing
 - Private Testing Labs
- City Construction Management
 - City Approved Change Orders and Progress Payment



Keys to Successful Contract Administration

Contract Tools

● Time Management

- Weekly Statement of Working Days
- Project Schedules (CPM Larger Contracts)
- Avoid Liquidated Damages (\$500 TO \$1,500 per day typical)

● Monthly Progress Payment

- Last Friday of the Month
- Developed by RE, reviewed with Contractor
- 5% Retention Held by City
- Facilities Projects Require Schedule of Values



Keys to Successful Contract Administration

CONTRACT TOOLS

○ Manage Submittals

- Traffic Control Plans
- Materials Certifications
- Storm Water Plans
- Public Notifications
- Request for Information
- Weekly Payroll

○ Manage Costs

- Contract Items Changes
- Extra Work Change Orders
- City Maintains a Limited Contingency
- City Engineer Approves all CCOs
- Stop Notices
- Set up for ACH Payments

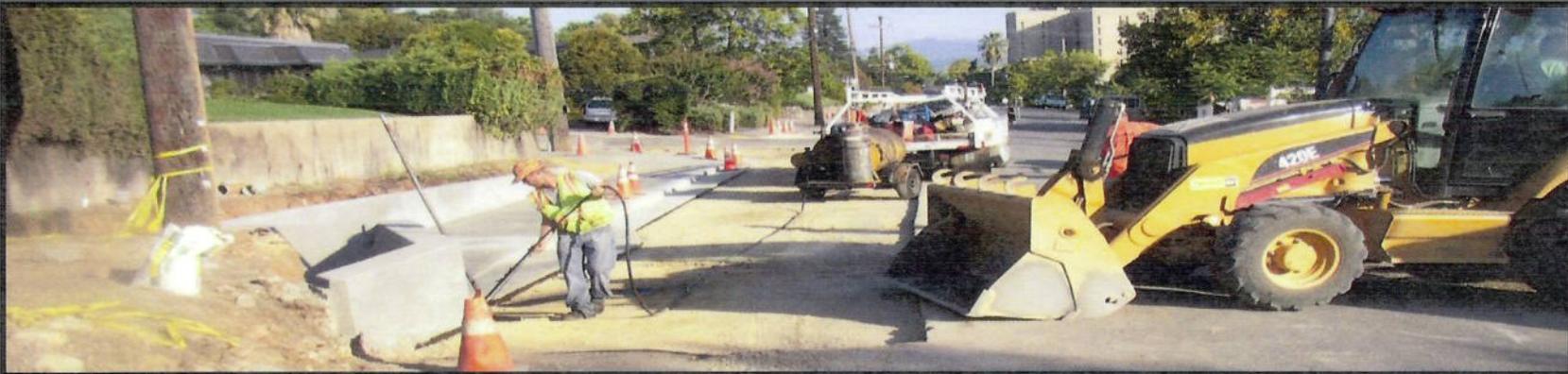




Keys to Successful Contract Administration

CONTRACT TOOLS

- Claims Management
 - Timely Notification Critical
 - City Commitment to Resolve at Lowest Level
 - Inspector
 - Resident Engineer
 - Project Coordinator
 - Public Works Director
 - City Manager/City Council
 - Arbitration and/or the Courts





Keys to Successful Contract Administration

CONTRACT COMPLETION

- Last Progress Pay (Work Complete)
 - Proposed Final Estimate (PFE)
 - Contractor Returns with:
 - Maintenance Period (Warranty Bond)
 - PFE Exceptions

- Notice of Completion/Final Estimate
 - City Council Provides Final Acceptance
 - Council Meetings - 1ST AND 3RD TUESDAY
 - Exception: Informal Bid Contracts



Keys to Successful Contract Administration

CONTRACT COMPLETION

- Retention Release
 - Within 35 Days after Acceptance
 - Exception: Unresolved Stop Notices
- One Year Warranty Period
 - City/Contractor Periodic Reviews
 - Customer Notifications
 - 11 Month Trigger Maintenance Bond Release

