



BIDDING PROCESS

- Establish Required Trades and Special-Experience Requirements for Bidders
- Prequalify Contractors to Bid on the Project
- Conduct On-Site Pre-Bid Meeting with Contractors
- Provide a Realistic Timetable with Milestones & Target Deadlines
- Check References and Verify Bidders' Qualifications & Capabilities
- Prepare Spreadsheet Summary and Report of Bids Received
- Evaluate Bidders' Cost, Proposed Schedule and Staffing
- Submit Recommendations to Owner as to Most Advantageous Bid
- Assist Negotiations to Finalize the Terms and Cost for Selected Bidder