

# Information Item: Construction Procurement Process Overview

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Management Committee: June 9, 2021



# Pre-Solicitation Process Steps

1. Project Initiation
2. Office of Equal Opportunity Intake Form Completion
3. Project Manager & Procurement Engagement
4. Solicitation Planning Package
5. Building of Solicitation Documents & Stakeholder Review
6. Outreach

# Solicitation & Post-Bid Process Steps

1. Advertisement
2. Pre-Bid Meeting
3. Questions & Answers
4. Bid Opening
5. Procurement Evaluation of Responsiveness
6. Office of Equal Opportunity Evaluation

# Office of Equal Opportunity Evaluation Process Steps

## Commitment Documents Reviewed

- Numeric calculation accuracy
- Firm is certified in applicable program
- Firm provides product/service for which they are being utilized for credit

## Meet Goal or Document Good Faith Efforts

- Bidder met goal numerically, move to procurement
- Did not meet goal numerically, Office of Equal Opportunity reviews the Good Faith Efforts

## Good Faith Efforts

- Good Faith Efforts documentation required at time of bid as a matter of “Responsiveness”
- Documented steps and efforts taken to achieve the goal, even if not successful

# Post-Bid, Pre-Award Process Steps

1. Evaluation of Responsibility
2. Request for Action
3. Notice of Award

# Post-Award Process Steps

1. Contract Transmittal
2. Contract Execution
3. Notice to Proceed

# Project Close-Out Process Steps

- Contract Handoff
- Procurement Reporting
- Project Close-Out

# **Case Study: Construction Solicitation Process**

**20P183 Rogers Modifications Project**



# Project Initiation and Office of Equal Opportunity Intake Form

- July 29, 2020 – Contract Initiation Memo (CIM) created
- August 18, 2020 – Capital Funding and Finance approves CIM
- August 24, 2020 – Goal assigned by Office of Equal Opportunity
- August 24, 2020 – CIM approved by General Manager
- August 24, 2020 – CIM assigned to Principal Contract Administrator (PCA)

# Project Manager and Procurement Engagement

June 29, 2020 – October 14, 2020 (119 DAYS)

- Front End Construction Request and Organizational Conflict of Interest of Determination Worksheet completed
- PM provided technical specifications and drawings
- PCA drafted preliminary Invitation for Bids (IFB)
- PM provided review and comments of draft IFB
- PCA finalized the IFB
- PM provided signed Construction Bid Authorization

October 14, 2020 (Minnesota Pollution Control Agency Advertise Invitation for Bids)

- PCA entered information into Quest Construction Data Network (QuestCDN)
- PCA sent Advertisement for publication on Council's Contracting Opportunities page

# Solicitation to Bid Opening

## Invitation for Bids Advertised on QuestCDN.com

- October 14, 2020- December 3, 2020 (bids originally due November 19, 2020, changed to December 3, 2020, via addendum)

## Pre-bid meeting held October 19, 2020 (Virtual, via Webex)

- PCA presented solicitation bidding document requirements
- OEO presented Metropolitan Council Underutilized Business (MCUB) goal requirements
- Division staff and project design consultant presented project information
- Site Visit held November 5, 2020

## Addendum issued.

- Four Addenda issued, which included: questions/responses, prebid documentation, specification and/or plans updates, bid open date extension

# Bid Opening and Bid Evaluation

## Bid Opening December 3, 2020

- Public meeting held (Virtual, via Webex)
- Bid totals read by PCA, and recorded by second Procurement Staff
- Bid summary posted on QuestCDN.com

## Evaluation of Bids; Evaluation by PCA (December 3-4, 2020)

- Accuracy of bid total
- Responsiveness review of bidding documents submitted by all bidder
- Determination of responsive apparent low bidder (ALB)
- Bid documents submitted by ALB related to MCUB requirements sent to OEO for review
- Office of Equal Opportunity bid review (December 3-4, 2020)
- ALB passed OEO review (December 4, 2020)

# Award Authorization and Notice of Award

## Request for Authorization to Award (RFA)

- Contract award amount \$1,820,193.80. Major Construction contract below Council approval threshold of \$2,500,000
- Procurement submitted RFA for approval (January 14, 2021)
- RFA fully approved - February 1, 2021

## Notice of Award to Notice to Proceed

- Notice of Award to All posted on QuestCDN.com
- Notice of Award and Contract for signature sent by PCA to awarded vendor January 21, 2021
- Signed contract documents received from Vendor February 9, 2021
- PCA reviewed document and verified Payment/Performance Bonds February 9, 2021
- Contract routed for execution by Council Signatory Authority February 9, 2021
- Contract executed by Regional Administrator February 22, 2021
- Notice to Proceed issued February 24, 2021

# Questions

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