

**NYC DDC PUBLIC BUILDINGS  
TRAINING SERIES  
MAY 2020**

**BID PACKAGING REQUIREMENTS  
FOR PROJECT MANAGERS**



AKA

HOW CAN I TAKE MY PROJECT TO  
DESIGN COMPLETION

(AND MAKE MY SPONSOR AND SUPERVISOR 😊)?



# BID PACKAGING REQUIREMENTS OVERVIEW:

- 1. What are the components of the Bid Package?**
2. When does the Bid Package team get involved?
3. Where can I find the Bid Package documents?
4. How can I help move my project forward?
5. What does the Final Bid Package look like?
6. Who can I contact for assistance?
7. Summary



# BID PACKAGE COMPONENTS:

Consult BP Checklist items  
required for each project



Department of  
Design and  
Construction

## BID PACKAGE CHECKLIST

Contract Type: ☐ City-Owned Property ☐ Non-City-Owned Property Contract Amount \$

PROJECT TITLE:			
DDC Project ID #		Program Unit:	
Street Address			
Borough	Zip	Date	
Project Manager		Ext.	
Sponsor Agency			
Prime Consultant			

### REQUIRED FOR ALL BID PACKAGES:

DOCUMENT		by:	ELECTRONIC FORMAT	NOTES	
1	Bid Package Submission Form	PM	PDF		<input type="checkbox"/>
2	Specifications	Consultant	PDF		<input type="checkbox"/>
3	Table of Contents	Consultant	Word		<input type="checkbox"/>
4	Addendum to the General Conditions	Consultant	Word		<input type="checkbox"/>
5	Cost Estimate	Consultant	Excel		<input type="checkbox"/>
6	MWBE Worksheet	PM	PDF		<input type="checkbox"/>
7	ACCOFLOW CSB Sheet w/ Pin #	PM	Word		<input type="checkbox"/>
8	Bid Disposition Form (signed original)	PM	Scanned PDF		<input type="checkbox"/>
9	APT E-Pin	BP	Email		<input type="checkbox"/>
10	Signoff of 100% CD Specifications and Drawings by AE or CM	PM	Email		<input type="checkbox"/>

### PROJECT-BASED DOCUMENTS, NEEDED ONLY AS APPLICABLE:

DOCUMENT		by:	ELECTRONIC FORMAT	NOTES	
11	Proprietary Items Approval Memo ( <i>signed original</i> )	PM	Scanned PDF		<input type="checkbox"/>
11.1	Justification of Proprietary Items	Consultant	Scanned PDF		<input type="checkbox"/>
11.2	Proprietary List "Special Notice to Bidders"	Consultant	Word		<input type="checkbox"/>
12	PQL Approval Memo ( <i>signed original</i> )	PM	Scanned PDF		<input type="checkbox"/>
13	Special Experience Requirements Approval Memo ( <i>signed original</i> )	PM	Scanned PDF		<input type="checkbox"/>
13.1	SER Justification	Consultant	Scanned PDF		<input type="checkbox"/>
13.2	SER Bid Booklet Page	BP	Word		<input type="checkbox"/>
14	Bid Alternates Approval Memo ( <i>signed original</i> )	PM	Scanned PDF		<input type="checkbox"/>
15	Unit Price Schedule	Consultant	Excel		<input type="checkbox"/>
16	Commissioning Specifications	PM	Word or PDF		<input type="checkbox"/>
17	Asbestos Specifications (if demolition in scope)	PM	PDF		<input type="checkbox"/>
18	Geotechnical Report	Consultant	PDF		<input type="checkbox"/>
19	Other Contract Documents (Federal, State, etc.)	PM	PDF		<input type="checkbox"/>
20	Feasibility Study & PLA Approval (for New Construction)	PM	Email		<input type="checkbox"/>



# BID PACKAGE COMPONENTS:

## PLA vs Wicks

NYC

DDC

Department of  
Design and  
Construction

BID PACKAGE CHECKLIST

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QUESTION #1: IS THE PROPERTY CITY-OWNED?

YES

NO

Bid as  
PROJECT LABOR AGREEMENT (PLA)

Bid as  
WICKS LAW

QUESTION #2 (PLA): WHAT TYPE OF PROJECT IS THIS?

RENOVATION

NEW BUILDING

**Bid as  
RENOVATION PLA:**

- No extra documentation shall be required.
- Format all documents as one single contract.

**Bid as  
NEW CONSTRUCTION PLA:**

- A *Feasibility study* shall be required to establish the applicability of project to the PLA. Determination should be established prior to the Construction Document Phase to avoid delays.
- Format all documents as one single contract.

QUESTION #2 (WICKS): DOES THE PROJECT COST EXCEED \$3 MILLION?

YES

NO

**Bid as  
MULTI-CONTRACT WICKS:**

- Format all documents as 4 separate contracts as follows:
  - Contract #1: General Construction
  - Contract #2: Plumbing
  - Contract #3: HVAC & Fire Protection
  - Contract #4: Electrical

**Bid as  
REVISED (SINGLE CONTRACT)  
WICKS:**

- Format all documents as one single contract.
- *Note: DDC Policy requires all projects with costs equal to or above \$2.5 million to bid as Multi-Contract, in case bids come in higher than expected.*



# BID PACKAGE COMPONENTS:

Consult BP Checklist items required for each project

First 10 items:  
always required for project

Second 10 items:  
may be required for project, depending on scope, etc.

NYC

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PROJECT-BASED DOCUMENTS, NEEDED ONLY AS APPLICABLE:

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19	Other Contract Documents (Federal, State, etc.)	PM	PDF	<input type="checkbox"/>
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# BID PACKAGE COMPONENTS:

We review

- Documents prepared and submitted by consultant Architects and Engineers (Specifications, Cost Estimate, Addendum to the General Conditions, etc.)
- Documents prepared and submitted by DDC Project Managers (Special Experience Requirements, Proprietary Items, etc.)



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# BID PACKAGE COMPONENTS:

## 1- BP Submission Form

Include this form with every submission and resubmission to the Bid Package team (even if only the date has changed).

Contract Type:

City-Owned Property

Non-City-Owned Property

Contract Amount:

under \$2.5 million

over \$2.5 million (Non-City-Owned projects > \$2.5 million = complete INFO per trade)

DDC PROJECT MANAGER TO COMPLETE ALL SECTIONS: Check here when AE or CM has signed off on Technical Review: ☐

PROJECT TITLE:			
DDC Project ID #		Program Unit:	
Street Address			
Borough	Zip	Date	
Project Manager		Ext.	
Sponsor Agency			
Prime Consultant			

TRADES:		Complete if Non-City-Owned Project over \$2.5 million - see above								Notes / Special Instructions
General Construction		Plumbing		HVAC+ Fire Protec.		Electrical				
PIN #s									Obtain at end of review process through ACCO-Flow	
Contract Duration									On first page of Schedule A, Addendum to the General Conditions	
Cost Estimate Amount									SUBMIT LATEST COST ESTIMATE WITH SUBMISSION	
Special Experience (check 'X' if req'd)	YES	NO	YES	NO	YES	NO	YES	NO	If 'yes', SER forms shall be prepared and approved by legal. Original Approval Form with signatures required.	
Asbestos Allowance Amount									On first page of Allowance for Incidental Asbestos Abatement	

Check Yes or No:			Notes
	YES	NO	
Proprietary Items			JUSTIFICATION (LETTER FROM CONSULTANT OR CLIENT) AND ACCO APPROVAL REQUIRED
LL86			MAY BE IDENTIFIED IN PROJECT SCOPE. SPECIFICATIONS (and other) COMPLIANCE REQUIRED
EPP			MAY BE IDENTIFIED IN PROJECT SCOPE. SPECIFICATIONS (and other) COMPLIANCE REQUIRED
Bid Alternates			REVIEW, COORDINATION, AND APPROVAL REQUIRED PRIOR TO 100% DESIGN COMPLIANCE
Funding by Dept. of Parks			MAY REQUIRE ADDITIONAL CONTRACT LANGUAGE
Funding by Other Sources			MAY REQUIRE ADDITIONAL CONTRACT LANGUAGE
Other Abatement Req.			INDICATE WHETHER PROJECT CONTAINS LEAD, CONTAMINATED SOILS, ETC.
PQL			MUST BE 100% CITY FUNDED AND MINIMUM OF 50% GENERAL CONSTRUCTION WORK



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under \$2.5 million

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PROJECT TITLE:	
DDC Project ID #	Program Unit:
Street Address	
Borough Zip	Date
Project Manager	Ext.
Sponsor Agency	
Prime Consultant	

TRADES:		Complete if Non-City-Owned Project over \$2.5 million - see above								Notes / Special Instructions	
General Construction		Plumbing		HVAC+ Fire Protec.		Electrical					
PIN #s										Obtain at end of review process through ACCO-Flow	
Contract Duration										On first page of Schedule A, Addendum to the General Conditions	
Cost Estimate Amount										SUBMIT LATEST COST ESTIMATE WITH SUBMISSION	
Special Experience (check 'X' if req'd)	YES NO	YES NO	YES NO	YES NO	YES NO	YES NO	YES NO			If 'yes', SER forms shall be prepared and approved by legal. Original Approval Form with signatures required.	
Asbestos Allowance Amount										On first page of Allowance for Incidental Asbestos Abatement	

Check Yes or No:			Notes	
	YES	NO		
Proprietary Items			JUSTIFICATION (LETTER FROM CONSULTANT OR CLIENT) AND ACCO APPROVAL REQUIRED	
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Other Abatement Req.			INDICATE WHETHER PROJECT CONTAINS LEAD, CONTAMINATED SOILS, ETC.	
PQL			MUST BE 100% CITY FUNDED AND MINIMUM OF 50% GENERAL CONSTRUCTION WORK	



# BID PACKAGE COMPONENTS:

## 2- Specifications

Specifications shall be formatted per the DDC template and follow the latest CSI format; submit one combined pdf of all specifications in the project. Refer to the Technical Specification Instructions (TSI) for detailed instructions.

SECTION 00 00 00 - SECTION TITLE

*Standard Technical Specification Template*

*[ Red text is for instructional purposes only. Delete all red text from the final document.*

*Yellow highlighted text shall remain NON-EDITABLE and must be included in all specification sections. Delete yellow highlights.*

*This 3-part CSI format word template can be used as a basis for creating Technical Specifications. Alternately, the yellow highlighted text can be copied and pasted into the Consultant's specification files, and yellow highlights removed.*

*Numbers in Bulletin Headings below such as "1.3", "1.4" etc. are for illustration purposes. Numbers may differ based on Bulletin locations in individual sections.*

*"DDC TECHNICAL SPECIFICATION INSTRUCTIONS FOR SINGLE CONTRACT AND MULTIPLE PROJECTS" must be read and followed by all Consultants in conjunction with this template. ]*

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. The following documents apply to all required work for the Project: (1) the Contract Drawings, (2) the Specifications, (3) the General Conditions, (4) the Addendum and (5) the Contract [City of New York Standard Construction Contract].

1.2 SUMMARY

- A. Section includes:
- [ ]
  - [ ]
- Etc.*

*Following the Summary of Work, list any related Sections, followed by Section descriptions and related work. Do not list Division 1 Sections.*

- B. Related Sections
- Section 00 00 00 "Section title" for [ ]
  - Section 00 00 00 "Section title" for [ ]
- Etc.*



# BID PACKAGE COMPONENTS:

## 3- Table of Contents

TOC shall be formatted per DDC template and shall include one comprehensive list of all specifications included in the project.

TABLE OF CONTENTS

**Standard Table of Contents (TOC) Template for Single Contract Projects**

*[Red text is for instructional purposes only and shall be deleted from the final TOC document. The Consultant shall list all project specific specification sections and titles within each Division listed in this Table of Contents template. Project specifications are to follow the CSI MasterFormat 2016 Edition and its subsequent issued updates. If the project does not include sections of a particular Division, delete that Division from TOC.]*

*The Consultant shall coordinate with the DDC Project Manager regarding Asbestos and Lead Abatement requirements for the project, and include sections (prepared by DDC OEGS) in the Technical Specifications and list those sections in the TOC. Delete from TOC if not applicable. Do not include Incidental Asbestos Abatement for MEP work for Single Contract Projects.*

*Note: DDC Standard General Conditions (Division 1 General Requirements) are included in the Bid Package by DDC and are not to be included with the technical specifications nor listed in the TOC.]*

**CONTRACT NO. 1 GENERAL CONSTRUCTION WORK**

*[If the project will be bid to a plumbing bidder, revise to “Contract No 1 for Plumbing Work”.]*

*[If the project will be bid to a mechanical bidder, revise to “Contract No 1 for HVAC Work”.]*

*[If the project will be bid to an electrical bidder, revise to “Contract No 1 for Electrical Work”.]*

**DIVISION 1 - GENERAL REQUIREMENTS**

*[Only include if Division 1 Sections are required for the project beyond the scope of the DDC General Conditions. Do not include sections of the DDC Standard General Conditions here.]*

**DIVISION 2 - EXISTING CONDITIONS**

02 80 13 General Contractor Work Allowance for Incidental Asbestos Abatement

*[Include this section if the project’s scope includes demolition.]*

02 82 13 Asbestos Abatement

*[Include this section if the project’s scope includes demolition and asbestos abatement.]*

**DIVISION 3 - CONCRETE**

**DIVISION 4 - MASONRY**

**DIVISION 5 - METALS**

**DIVISION 6 - WOOD, PLASTICS AND COMPOSITES**

**DIVISION 7 -THERMAL AND MOISTURE PROTECTION**

**DIVISION 8 - OPENINGS**

**DIVISION 9 - FINISHES**

**DIVISION 10 - SPECIALTIES**

**DIVISION 11 - EQUIPMENT**



# BID PACKAGE COMPONENTS:

## 4- Addendum to the General Conditions

Addendum to the General Conditions is a summary of the project requirements and includes a chart of Division 1 requirements based on the DDC General Conditions.

THE CITY OF NEW YORK  
DEPARTMENT OF DESIGN AND CONSTRUCTION  
DIVISION OF PUBLIC BUILDINGS

ADDENDUM TO THE GENERAL CONDITIONS  
FOR SINGLE CONTRACT PROJECTS

The General Conditions are hereby amended in accordance  
with the terms and conditions set forth in this Addendum.

Highlighted text is for instructional purposes only. The Consultant shall delete such highlighted text from the final document. Division 1 – DDC Standard General Conditions, shall only be amended by this Addendum to the General Conditions. Sections or Sub-Sections of the General Conditions which are not applicable to this Project as listed in Section VII, Applicability of Sections/Sub-Sections, must be deleted or amended by the Addendum to the General Conditions. The Consultant shall submit the Addendum to DDC for review, as required by the Design Consultant Guide. In addition, the Consultant shall submit the Addendum to the General Conditions and the technical Specifications via digital file, as well as by hard copy.

I. PROJECT DESCRIPTION

The Consultant shall provide a description of the Project in the format indicated below.

FMS #: Insert FMS number

PROJECT NAME: Insert Project Name

PROJECT DESCRIPTION: This Project consists of Insert Project description

PROJECT LOCATION: Insert street address

BOROUGH: Insert borough name

CITY OF NEW YORK

ZIP CODE: Insert zip code

COMMUNITY BOARD #: Insert community board number

LANDMARK STATUS:

The Consultant shall indicate whether the project is a Designated Landmark Structure or Site, or a Landmark Quality Structure. The Consultant shall also indicate 'Applies' under Section VII, Applicability of Sections/Sub-Sections, Section 01 3591 Historic Treatment Procedures, if this project is a Designated Landmark Structure or Site, or a Landmark Quality Structure.

DESIGNATED LANDMARK STRUCTURE OR SITE: Insert YES or NO

If this is a Designated Landmark Structure or Site, Section 01 3591, Historic Treatment Procedures applies to this project.

LANDMARK QUALITY STRUCTURE: Insert YES or NO

If this is a Landmark Quality Structure, Section 01 3591, Historic Treatment Procedures applies to this project.

The Consultant shall indicate under Section VII, Applicability of Sections/Sub-Sections, Section 01 3591 Historic Treatment Procedures 'Does not Apply', if this project is NOT a Designated Landmark Structure or Site, or a Landmark Quality Structure.



FMS #  
Date:

Section	Sub-Section	Sub-Section	Applies	Does not Apply	Applies as Amended
01 5000	3.8 (B)	DDC Field Office / DDC Field Office Trailer			
	3.8 (B-3a)	DDC Field Office / DDC Managed Field Office Trailer <b>Select for projects managed by DDC using its own personnel (see Section IV).</b>			
	3.8 (B-3b)	DDC Field Office / CM Managed Field Office Trailer <b>Select for projects managed by a Construction Management firm (see Section IV).</b>			
	3.8 (D)	DDC Field Office / Additional Equipment for the DDC Field Office			
	3.13(A-D)	Work Fence Enclosure			
	3.17(B)	Project Rendering			
	3.18 (A-C)	Security Guards / Fire Guards on Site			
01 5411	3.1 (A-J)	Temporary Use, Operation and Maintenance of Elevators During Construction for New Buildings Up To and Including 15 Stories			
	3.2 (A-M)	Temporary Use, Operation and Maintenance of Elevators During Construction for New Buildings Over 15 Stories			
	3.3 (A-E)	Temporary Use, Operation and Maintenance of Elevators During Construction for Existing Buildings			
01 7300	3.3 (A-I)	Surveys			
	3.4 (A-B)	Borings			
	3.12 (A-D)	Sleeves and Hangers			
	3.13 (A)	Sleeve and Penetration Drawings			
	3.15 (A)	Location of Partitions			
01 7419	1.5 (C)	Waste Management Performance Requirements / LEED Certification			
01 7900		Demonstration and Owner's Pre-Acceptance Orientation			
01 8113.03		Sustainable Design Requirements for LEED v3 Buildings			
01 8113.04		Sustainable Design Requirements for LEED v4 Buildings			
01 8113.13		VOC Limits for Adhesives, Sealants, Paints and Coatings for LEED v3 Buildings			
01 8119		Indoor Air Quality Requirements for LEED Buildings			
01 9113		General Commissioning Requirements for MEP Systems			
01 9115		General Commissioning Requirements for Building Enclosure			



## Department of Design and Construction

Division 01 – DDC STANDARD GENERAL CONDITIONS  
SINGLE CONTRACT PROJECTS  
Issue Date: March 15, 2020

### DIVISION 01 – DDC STANDARD GENERAL CONDITIONS SINGLE CONTRACT PROJECTS TABLE OF CONTENTS

SECTION NO.	SECTION TITLE
01 10 00	SUMMARY
01 31 00	PROJECT MANAGEMENT AND COORDINATION
01 32 00	CONSTRUCTION
01 32 16.10	PROJECT SCHED
01 32 16.20	PROJECT SCHED
01 32 16.30	PROJECT SCHED
01 32 33	PHOTOGRAPHIC
01 33 00	SUBMITTAL PROC
01 35 03	GENERAL MECHA
01 35 06	GENERAL ELECT
01 35 26	SAFETY REQUIRE
01 35 91	HISTORIC TREAT
01 40 00	QUALITY REQUIREMENTS
01 42 00	REFERENCES
01 50 00	TEMPORARY FACILITIES, SERVICES AND CONTROLS
01 54 11	TEMPORARY ELEVATORS AND HOISTS
01 54 23	TEMPORARY SCAFFOLDING AND PLATFORMS
01 73 00	EXECUTION
01 74 19	CONSTRUCTION WASTE MANAGEMENT AND DISPOSAL
01 77 00	CLOSEOUT PROCEDURES
01 78 39	CONTRACT RECORD DOCUMENTS
01 79 00	DEMONSTRATION AND OWNERS PRE-ACCEPTANCE ORIENTATION
01 81 13.03	SUSTAINABLE DESIGN REQUIREMENTS FOR LEED v3 BUILDINGS
01 81 13.04	SUSTAINABLE DESIGN REQUIREMENTS FOR LEED v4 BUILDINGS
01 81 13.13	VOLATILE ORGANIC COMPOUND (VOC) LIMITS FOR ADHESIVES, SEALANTS, PAINTS AND COATINGS FOR LEED V3 BUILDINGS
01 81 19	INDOOR AIR QUALITY REQUIREMENTS FOR LEED BUILDINGS
01 91 13	GENERAL COMMISSIONING REQUIREMENTS FOR MEP SYSTEMS
01 91 15	GENERAL COMMISSIONING REQUIREMENTS FOR BUILDING ENCLOSURE

#### 1.5 WASTE MANAGEMENT PERFORMANCE REQUIREMENTS:

A. The City of New York has established that this Project must generate the least amount of Waste possible and employ processes that ensure the generation of as little Waste as possible due to error, inaccurate planning, breakage, mishandling, contamination, or other factors.

B. Of the Waste that is generated during demolition, as many of the Waste materials as economically feasible, and as stated here, must be Reused, Salvaged, or Recycled. Waste disposal in landfills must be minimized.

#### REFER TO THE ADDENDUM FOR THE APPLICABILITY OF SUB-SECTION 1.5 C

C. LEED CERTIFICATION: The City of New York will seek Leadership in Energy and Environmental Design (LEED) certification for this Project as indicated in the Addendum to the General Conditions from the U.S. Green Building Council. The documentation required here will be used for this purpose. LEED awards points for a variety of sustainable design measures on a project, one of which is the Reuse and Recycling of project Waste.



Submit estimate in the format specified by Project Controls, corresponding to all work items in the project. All sections in the estimate must match sections in the Specifications/ TOC. This estimate will serve as the basis of the final Bid Breakdown.

D.D.C. Cost Estimate Form: Backup								
Project Title: _____				CAPIS ID Number: _____				
Section: _____				Sponsor Agency: _____				
Project Location: _____				Estimated By: _____				
Project Manager: _____				Project Number: _____				
Consultant: _____				Estimator: _____				
Construction Trade: _____				Date Of Estimate: _____				
				Rev. Date: _____				
<b>Phases (Check Current Phase):</b>								
Pre-Preliminary / / Schematic Design / / Design Development / / Construction Document / x / Final Design / / Bid / /								
Current Phase % Completion:				Overall Project % Completion:				
CSI Number	Description	Quantity	Unit	Unit Cost Of Material	Total Cost Of Material	Unit Cost Of Labor	Total Cost Of Labor	Total Cost: Materials & Labor
<b>02 00 00</b>	<b>EXISTING CONDITIONS</b>							
	Remove existing							
02 41 13	Concrete slab	305	SF	-	-	50.00	15,250	15,250
02 41 13	Remove wood framed enclosure	160	SF	-	-	5.00	800	800
02 41 13	Ceramic tiles	305	SF	-	-	5.00	1,525	1,525
02 41 13	Double door	1	EA	-	-	200.00	200	200
02 41 13	Single door	1	EA	-	-	150.00	150	150
02 41 13	Remove concrete slab in second floor	2	LOC	-	-	500.00	1,000	1,000
02 41 13	Remove suspended ceiling	1,590	SF	-	-	2.00	3,180	3,180
02 41 13	Remove radiator & associated piping	1	LS	-	-	300.00	300	300
02 41 13	Remove window, sill & lintel	3	EA	-	-	200.00	600	600
02 41 13	Adjust exterior wall opening to new louver	2	EA	-	-	300.00	600	600
02 41 13	Create opening in exterior wall for new louver, M.O. fuel fill box	3	EA	-	-	300.00	900	900
02 41 13	Misc. demolition	1	LS	-	-	1,500.00	1,500	1,500
	<b>Subtotal Existing Conditions</b>				<b>\$0</b>		<b>\$26,005</b>	<b>\$26,005</b>
<b>03 00 00</b>	<b>CONCRETE</b>							
03 00 50	Concrete slab	265	SF	8.00	2,120	17.00	4,505	6,625
03 00 50	Thickening around SOG	8	CY	320.00	2,560	480.00	3,840	6,400
03 00 50	Concrete fill on metal deck	326	SF	4.00	1,304	16.00	5,216	6,520
03 00 50	8" concrete curb (16" ht.)	64	LF	15.00	960	45.00	2,880	3,840
03 00 50	Stair landing 8" thick	39	SF	12.00	468	18.00	702	1,170
03 00 50	PC concrete lintels	50	LF	15.00	750	45.00	2,250	3,000
03 00 50	Generator pad 4" thick	50	SF	4.80	240	7.00	350	590
03 00 50	3'-6" x 3'-0" concrete grade beam	7	CY	320.00	2,240	480.00	3,360	5,600
03 00 50	Expandable waterstop	18	LF	20.00	360	30.00	540	900
03 00 50	Bond beams	128	LF	4.50	576	10.50	1,344	1,920
	<b>Subtotal Concrete</b>				<b>\$11,578</b>		<b>\$24,987</b>	<b>\$36,565</b>



# BID PACKAGE COMPONENTS:

## 6- MWBE coordination

Project Managers should submit the MWBE worksheet by 100% CD. The exact percentage will be finalized after the Bid Disposition form is approved.

Department of  
Design and  
Construction

MWBE Project Information Worksheet

To: Office of Contract & Business Opportunity

Date

From: (Project Manager)

Phone Number

☐ Infrastructure Division

☐ Public Buildings

☐ Safety and Site Support

MWBE Participation Goals

CAPIS I.D.

PIN

Project Description

Cost Estimate

Contract Type

☐ Regular Construction

☐ Construction Requirement

☐ Construction Services

☐ Regular Professional

☐ Professional Requirement

☐ PLA

☐ WICKS

☐ Single Trade

Identify the Major Trade

☐ Federally Funded

☐ City Funded

☐ Emergency

The following is being submitted for the above project:

Scope of Work

Anticipated Sub-Contracting/Sub-Consulting Opportunities (Please specify)

Type of Work

Approximate Dollar Value

A.

\$

B.

\$

C.

\$

D.

\$

E.

\$

Total Anticipated Sub-Contracting (Use additional sheets if necessary)

\$

Anticipated Bid/RFP Dates:

Advertising

Opening

Deadline for Program Unit Response

Other Misc.

Special Experience Requirements, Critical Issues, Emergency etc.

Project Package

Checklist Items checked (N) will require submission by project manager in order for review to be completed

Attached is a copy of cost estimate

For Competitive Sealed Bids

For Competitive Sealed Proposals

☐ YES

☐ NO

Engineer Estimate

☐ YES

☐ NO

Project Est./Constr. & Design Budget

☐ YES

☐ NO

Copy of Special Experience Req.

☐ YES

☐ NO

Copy of Consultant List for Project

For OCO Use Only

Subcontractor Participation Goals

Group

Construction

Professional Services

Black American

%

%

Hispanic American

%

%

Asian American

%

NO GOAL

Caucasian Female

%

%

Total Participation Goals

%

%

Project Manager

Print Name

Signature

Date

Program Director

Print Name

Signature

Date

MWBE Liaison

Print Name

Signature

Date

Approved By

Print Name

Signature

Date

Executive Agency Chief Contracting Officer: Rev. 02/18/15




# BID PACKAGE COMPONENTS:

## 7- ACCOFlow CSB Sheet w/ PIN number

Ensure the Contract Duration and total cost match the Addendum to General Conditions, Bid Disposition Form, and BP Submission Form.

INITIATE CSB Contract



Request Date	5/9/2017	PIN	8502017LQ0002C
Division	Public Buildings		
Unit	Libraries		
Lead FMSID	LQD122-S2		
Work Type	Queens Libraries		
Description	STEINWAY-PHASE II RENOVATION		
Client Agency	Queensborough Public Library		
Managing Agency	Department of Design and Construction		
Procurement Type	Construction		
Contract Type Level 1	Regular		
Contract Type Level 2	General Construction		
Contract Type Level 3	N/A		
DDC Project ID	LQD122-S2		
Project Manager	Rosario, Karen		
Contract Administrator	N/A		
Administrative Level	N/A		
Estimated Cost	\$2,239,461.00		



# BID PACKAGE COMPONENTS:

## 8- Bid Disposition Form

The total construction cost on this page will be the number used for bid.

Date: \_\_\_\_\_

FMS ID NO: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

TYPE OF BID: OPEN BID ☐ PQL: ☐ APPROVED C.P. AMOUNT \$ \_\_\_\_\_

PROJECT MANAGER: \_\_\_\_\_ Ext.: \_\_\_\_\_

CONSULTANT'S 100% C.D. FINAL ESTIMATE: (SEE ATTACHED)

1. GENERAL CONSTRUCTION (INCLUDING ASBESTOS ABATEMENT)	\$ _____	____%
2. PLUMBING COST	\$ _____	____%
3. MECHANICAL COST	\$ _____	____%
4. ELECTRICAL COST	\$ _____	____%
SUB TOTAL		\$ _____
5. 37.885% (10% GENERAL CONDITIONS 15% O&P AND 9% ESCALATION)	\$ _____	
6. OTHER MARK UPS (PHASING, CONTINGENCY, LANDMARK, RISK FACTOR, ETC.)	\$ _____	
SUB TOTAL		\$ _____
7. INCIDENTAL ASBESTOS (SEE DDC OECS SPECIFICATION SECTION 028013)	\$ _____	
8. OTHER (UNIT PRICES, PROPRIETARY ITEMS COST)	\$ _____	
TOTAL CONSTRUCTION COST (THIS TOTAL COST SHOULD BE FILLED IN APT AND PSR)		\$ _____

INSTRUCTIONS:  
THE PROJECT MANAGER SHOULD FILL IN ITEMS 1 THRU 8 FROM THE CONSULTANT'S 100% C.D. ESTIMATE AND FORWARD TO THE ESTIMATING UNIT.

ROUTING INFORMATION:

SIGN OFF:

PROJECT MANAGER ☐

ESTIMATING UNIT ☐

ACCO ☐

PROJECT MANAGER

UNIT PROGRAM DIRECTOR

DIRECTOR OF ESTIMATING



# BID PACKAGE COMPONENTS:

## 9- APT E-Pin

Bid Packaging team will coordinate this number with ACCO for the final Bid Package.

(This is a freebie!)

B I N G O				
12	30	32	49	66
8	23	31	54	68
10	25	Free Space	58	73
9	24	40	53	74
13	29	37	47	72



# BID PACKAGE COMPONENTS:

## 10- Signoff of Drawings by AE

Submit Form D from the AE Project team. Although AE will not approve/ reject the Drawings, AE review must be completed and any comments affecting Bid Documents (specs, cost estimate, etc.) must be resolved prior to Design Completion.



To: \_\_\_\_\_, Project Manager  
From: \_\_\_\_\_, Team Leader

Bluebeam Session ID #: \_\_\_\_\_

Section A: Project Information

Project Title	FMSID Number	Program Unit
Project Address	Construction Budget	
Prime Consultant	Team Leader	
Phase	Submission Received Date (MM/DD/YY)	Comments Returned Date (MM/DD/YY)

Section B: Project Advisory

	Discipline	Reviewer Name	Architectural	Structural	Mechanical	Electrical	Plumbing	Civil	Sustainability	Landscape	Historic Preservation	Commissioning	Commissioning (Env.)	Accessibility
Evaluation criteria (Yes/No)			Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N
The documents represent an appropriate level of development for the phase being reviewed.														
The major design elements appear to be appropriately coordinated across disciplines.														
The documents appear to be in compliance with applicable codes and laws.														
The documents appear to be free from major discrepancies, unacceptable risks, scope omissions, or areas of concern.														
The documents appear to address all issues raised in previous review comments.														

- This advisory, as summarized above, is based on DDC A&E's review of the submitted material and is intended to advise all stakeholders.
- The materials have been reviewed for general compliance with the project requirements. The Consultant remains responsible for compliance with a professional standard of care.
- The Consultant is advised to review the comments in the Bluebeam session thoroughly and to incorporate all responses to these comments and all missing material into the next scheduled submission.
- Notwithstanding any comments made by DDC A&E, the Consultant is required to obtain all required permits and to resolve all objections made by regulatory authorities.
- The DDC Project Manager should schedule a meeting to review A&E's comments with the Project Team. The Consultant shall reflect any decisions made therein in the official meeting record. Review comments will be considered accepted by the Consultant unless they are brought to the attention of the Project Team.



# BID PACKAGE COMPONENTS:

## 11- Proprietary Items

Proprietary items are used when only one manufacturer can provide the appropriate material, such as to match an existing system. Because it limits competition, proprietary items must be pre-approved by ACCO. Submit justification from sponsor agency or consultant and itemized cost list.

### Special Notice to Bidders – Proprietary Items

- A. General: A proprietary item required for the Project is specified below. The contractor is required to provide and install such proprietary item. The Contractor must provide the specified item from the designated manufacturer. Substitutions are not permissible and will not be approved. More detailed information regarding the item is set forth in the Specifications. Such information includes item description, as well as requirements for installation and related materials.
- B. Payment: For the required proprietary item, an allowance amount is indicated. The allowance provides a stipulated amount to reimburse the Contractor for the purchase of the proprietary item from the designated manufacturer. Payment from the allowance shall be limited to the purchase price of the specified proprietary item and shall exclude any costs above and beyond the purchase price. Payment from the allowance shall not include any of the following costs with respect to the specified proprietary item: (1) any mark-up for the Contractor's overhead and profit, (2) any costs for transportation, including delivery, shipping or special handling costs, (3) any costs for installation, and (4) any costs for related materials. Payment for the specified proprietary item shall be based on the invoice actually provided by the manufacturer.
- C. Bid Form: A total allowance amount for the purchase of all required proprietary items is set forth on the Bid Form. In preparing the lump sum portion of its bid, the Contractor shall:
- (1) Exclude from its bid any costs for the purchase of the proprietary items, and
  - (2) Include in its bid any costs above and beyond the purchase price, including without limitation, costs for transportation, delivery, installation, related materials and overhead.
- D. Required Proprietary Item(s):

**CONTRACT NO. 1:**

1. Proprietary Item: *Name and Model #*
- Specification Section: *Section #*
- Manufacturer: *Brand Name*
- Allowance Amount: Not to Exceed \$ *(material cost of item)*

*Add additional items as applicable...*



# BID PACKAGE COMPONENTS:

## 12- Pre-Qualified List (PQL)

PQL bids are advertised to only a select number of bidders, rather than open to all contractors. PQLs are only in place for projects that are entirely City-funded and >50% GC work by cost. Pre-approval by ACCO is required.

Date \_\_\_\_\_  
To Nicholas Mendoza; ACCO  
From \_\_\_\_\_  
Subject PQL Approval Request for (Insert Project ID and Project Title)

This memo is to request approval to issue the aforementioned project to the selected Pre-Qualified List below:  
(check one)

- ☐ Installation of Styrene-Butadiene-Styrene (SBS) Modified Bitumen Roofing System
- ☐ Installation of Cold Fluid Applied Reinforced Membrane Roofing System
- ☐ Reconstruction and restoration of Landmarked and Landmark-Quality Buildings
- ☐ General Construction – Small Projects (\$500,000 - \$3 million)
- ☐ General Construction – Medium Projects (\$3 million – \$10 million)
- ☐ General Construction – Large Projects (Over \$10 million)

Funding Source: ☐ 100% City-funded

Contract Engineer's Estimate: \$\_\_\_\_\_

Brief Description of Work: (type in area below)

It is required to include this memo with signatures below when providing the aforementioned contract to Legal for review. The scope of the project has been reviewed and fits within the scope of the selected PQL. It is further confirmed that no exclusionary reason otherwise exempts this contract from solicitation to the PQL.

Program Director: \_\_\_\_\_

Assistant Commissioner/Executive Director: \_\_\_\_\_

ACCO: \_\_\_\_\_



# BID PACKAGE COMPONENTS:

## 13- Special Experience Requirements

Special Experience Requirements (SER) include experience for installers and/or manufacturers for specialty areas of work, historic areas of work, roofwork, and others as needed. Pre-approval by the Bid Packaging team, Law and ACCO are required. Submit justification by consultant for each SER.



1515 Broadway, 15<sup>th</sup> Floor • New York, NY 10036 • 212-921-2300 • [www.syska.com](http://www.syska.com)

February 22, 2018

Monica Altman  
Project Manager  
NYC DDC – Transportation Program  
30-30 Thomson Avenue  
L.I.C., NY 11101  
718.391.1491  
[AltmanMo@ddc.nyc.gov](mailto:AltmanMo@ddc.nyc.gov)

Re: 1400 Williamsbridge Road – DOT Office Building – HVAC and Building Upgrades  
HWXF2000B - Special Experience Requirement Request

Dear Ms. Altman:

We are requesting a Special Experience Requirement for the work associated with the following sections as part of 1400 Williamsbridge Road – DOT Office Building – HVAC and Building Upgrade project.

Section 07 56 02 Liquid Applied Roofing  
For creating a warrantable water tight roofing, the installer should be approved by the manufacturer and have experience with installing the specified type of roofing.

07 51 00 Built-up Built-up Roofing Repair  
Existing roofing manufactured by Johns Manville was installed in 2014 and is under roofing manufacturer warranty. September 15, 2014. All repair/replacement products will need to be manufactured or approved by Johns Manville for maintenance of existing warranty. To maintain roofing warranty, the installer must be certified by Johns Manville and have recent previous experience having successfully installed roofing manufactured by Johns Manville.

Section 09 55 00 Exterior Windows  
Windows specified on this project are non-standard large windows. In order to ensure proper handling and installation of these windows, the window installer needs to have familiarity and experience with the products of the selected manufacturer and also be trained and approved by the manufacturer.

Section 23 81 36 Variable Refrigerant Flow System  
Every Variable Refrigerant Flow system differs from other comparable manufacturers in certain aspect of the system. Therefore, VRF manufacturers requires that installer must be trained and approved by the manufacturer to insure proper installation and operation of the VRF system.

Should you need any further information, please do not hesitate to contact me.

Very truly yours,

A handwritten signature in blue ink, appearing to read "Jigar Johkhar".

SYSKA HENNESSY GROUP  
Jigar Johkhar, PE, CME, LEED AP  
Senior Associate



# BID PACKAGE COMPONENTS:

## 14- Bid Alternates

Bid [Add] Alternates may be permitted on a limited basis depending on the project requirements. Coordinate early on with the Bid Packaging team, Law and ACCO, as pre-approval is required.

Date, 20xx

To: Nicholas Mendoza, ACCO

From: Name, Project Manager, xx Program Unit, Public Buildings Division

Re: project ID: Project title  
Approval of Bid Alternate

The xx Program Unit is proposing to proceed with one Bid Alternate for the above referenced project. The proposed Bid Alternate has been reviewed and approved by the client agency, Dept. of client agency. The total budgeted construction amount for the project is \$0,000,000, broken down as follows: (1) Estimated amount for the general construction contract: \$0,000,000-no10% and (2) 10% construction contingency: \$000,000(10%). The Bid Alternate is described below:

**PROJECT BASE BID:** Requires a Total Lump Sum Price for all labor and material necessary to perform all required work described in the Contract Documents, **excluding** the scope of work for Alternate #1, as described below.

**BID ALTERNATE #1:** Requires a Total Lump Sum Price for the following: (1) all required work for the Project Base Bid, and (2) all required work for the scope of work for Alternate #1. The scope of work for Alternate #1 is to provide a (provide description), as described in the following Contract Documents: Drawings A-XXX and A-XXX (provide drawings as applicable), and Specification Sections 000000 and 000000 (provide specifications as applicable).

DDC will proceed with an award of contract in accordance with the process and in the order described below:

- (1) **BID ALTERNATE #1:** If the lowest responsive and responsible bidder for Bid Alternate #1 submits a total bid price that is equal to or less than \$0,000,000-no10% DDC will proceed with an award of contract to such bidder. If the lowest responsive and responsible bidder for Bid Alternate #1 submits a total bid price that is more than \$0,000,000-no10%, DDC will then proceed to evaluate the Project Base Bid.
- (2) **PROJECT BASE BID:** If the conditions set forth above for an award of contract based on Bid Alternate #1 have not been met, DDC will proceed with an award of contract to the lowest responsive and responsible bidder for the Project Base Bid. If the lowest responsive and responsible bidder for the Project Base Bid submits a total bid price that is more than \$0,000,000-no10%, but equal to or less than \$0,000,000, DDC will proceed with an award of contract to such bidder. If the lowest responsive and responsible bidder for the Project Base Bid submits a bid that is more than \$0,000,000, DDC will proceed as described below.
- (3) **OPTIONS:** If the lowest responsive and responsible bidder for the Project Base Bid submits a total bid price that is more than \$0,000,000, DDC will pursue one of the following options: (1) seek additional funding, or (2) reduce the scope of work and re-bid the project.



# BID PACKAGE COMPONENTS:

## 15- Unit Price Schedule

A Unit Price Schedule may be included for additional work to supplement the consultant’s cost estimate. Unit Prices are used when the exact amount of a material cannot be quantified prior to bid.

### Unit Price Schedule

Unit Price items: The items of work set forth in the Schedule below shall be performed by the contractor on a unit price basis for additional work. Such items of work shall be performed by the contractor only as directed in writing by the Commissioner.

The unit price for the items of work in the Schedule below are for EXTRA WORK ONLY i.e., work which is above and beyond that described in the Drawings and Specifications.

The bidder shall submit prices for all the items of work in the Schedule below. The bidder shall insert the total sum for all unit price items on the Bid Form, Item C - Allowance for Unit Prices. The unit price bid for each item shall include all costs and expense for the item, i.e., labor, material, overhead and profit. Quantities shown are approximate and for bid comparison purposes only. Actual amounts to be determined when the work is

CSI #	Item #	Item Description	Quant.	Units	Unit Price	Total

### Total Amount of Unit Price Work

\* Insert Total amount of Unit Price Work on line C of Bid Form

\_\_\_\_\_\*

Note: All quantities are approximate



# BID PACKAGE COMPONENTS:

## 16- Commissioning Specifications

Projects that require commissioning will have specifications provided by the Commissioning Authority (CxA). These specifications must follow the prescribed DDC format and be incorporated into the Table of Contents and combined Specification set.

**SECTION 23 08 00**  
**COMMISSIONING OF HVAC**

**PART 1 - GENERAL**

**1.1 RELATED DOCUMENTS**

- A. The following documents apply to all required work for the Project: (1) the Contract Drawings, (2) the Specifications, (3) the General Conditions, (4) the Addendum and (5) the Contract [City of New York Standard Construction Contract].

**1.2 SUMMARY**

- A. This section includes commissioning process requirements for HVAC systems, assemblies, and equipment.
- B. Related Sections:
  - 1. DDC General Conditions "General Commissioning Requirements" for general commissioning process requirements.
  - 2. Division 23 Heating Ventilation & Air Conditioning

**1.3 DESCRIPTION**

- A. Commissioning: Commissioning is a systematic process of ensuring that all building systems, including the mechanical and electrical systems, have been installed in the prescribed manner, are functionally checked and capable of being operated and maintained to perform with the design intent and have documentation to support proper installation and operation. The Commissioning Agent (CxA) shall provide the City of New York with an unbiased, objective view of the system's installation, operation and performance. This process does not eliminate or reduce the responsibility of the Contractor to provide a finished product. Commissioning is intended to enhance the quality of each system installation, startup and transfer to beneficial use by the City of New York.
- B. Commissioning during the construction phase is intended to achieve the following specific objectives, according to the Contract Documents:
  - 1. Verify that applicable equipment and systems are installed according to the manufacturer's recommendations and to industry accepted minimum standards and that they receive adequate operational checkout by the Contractor.
  - 2. Verify and document proper performance of equipment and systems as per the written procedures.
  - 3. Verify that Operation & Maintenance documentation is complete and transferred to the City of New York.
  - 4. Verify that the City of New York's operating personnel are adequately instructed.
- C. The Commissioning process shall be a team effort and encompass, as well as coordinate, the traditionally separate functions of system documentation, system installation, equipment startup, control system calibration, testing, balancing and verification and performance



# BID PACKAGE COMPONENTS:

## 17- Asbestos Specifications

Projects that include demolition in the scope of work will have specifications for the Allowance for Asbestos Abatement and, if required, Asbestos Abatement. These specifications will be provided by DDC OEHS and must be incorporated into the Table of Contents and combined Specification set.

### SECTION 028013 – GENERAL CONTRACTOR WORK NOVEMBER 2017 VERSION

#### ALLOWANCE FOR INCIDENTAL ASBESTOS ABATEMENT

##### 1.01 SCOPE FOR ASBESTOS ABATEMENT WORK

- A. The "General Conditions" apply to the work of this Section.
- B. The asbestos abatement contractor shall remove asbestos containing materials as needed to perform the other work of this Contract when discovered during the course of work. When required, the asbestos abatement contractor shall replace the ACM with non-asbestos containing materials. An allowance of **\$15,000.00** for the **General Contractor** is hereby established for this incidental work when so ordered and authorized by the Commissioner.
- C. All work shall be done in accordance with the applicable provisions of the rules and regulations of the asbestos control program promulgated by Title 15 Chapter I of the NYC and New York State Department of Labor Industrial Code Rule 56 cited in 12 NYCRR Part 56, whichever is more stringent as per latest amendments to these laws and as modified hereunder by these specifications.
- D. All disposal of asbestos contaminated material shall be per Local Law 70/85.
- E. The asbestos abatement contractor's attention is directed to the fact that certain methods of asbestos abatement are protected by patents. To date, patents have been issued with respect to "vacuum pressure enclosure" or "negative-air" or "reduced pressure" and "woven bag".
- F. The asbestos abatement contractor shall be solely responsible for and shall hold the Department of Design and Construction and the city harmless from any and all damages, losses and expenses resulting from any infringement by the asbestos abatement contractor of any patent, including but not limited to the patents described above, used by the asbestos abatement contractor during performance of this agreement.
- G. "Asbestos" shall mean any hydrated mineral silicate separable into commercially usable fibers, including but not limited to chrysotile (serpentine), amosite (cummingtonite-grunerite), crocidolite (riebeckite), tremolite, anthrophyllite and actinolite.
- H. Prior to starting, the asbestos abatement contractor must notify the Commissioner of the Department of Design and Construction if he/she anticipates any difficulty in performing the Work as required by these Specifications. The asbestos



# BID PACKAGE COMPONENTS:

## 19- Other contract documents

Projects that have funding from the State or Federal Government, or other sources, may require additional contract language in the Bid Advertisement.

### UNIFORM FEDERAL CONTRACT PROVISIONS RIDER FOR FEDERALLY FUNDED PROCUREMENT CONTRACTS (Version 02.16.2018)

*[Instructions to Agencies: This Uniform Federal Contract Provisions Rider for Federally Funded Procurement Contracts ("Rider") must be attached to all federally funded procurement contracts (of any dollar amount) that are subject to 2 CFR Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards). This Rider does not apply to subrecipient or subaward agreements. Procurement contracts funded by the U.S. Department of Housing and Urban Development CDBG Program or CDBG-DR Program must also include the CDBG or CDBG-DR Rider, as applicable.]*

#### A. *Definitions.* As used in this Rider:

- (1) "Awarding Entity" means the entity awarding the Contract. The Awarding Entity may be the City or a contractor at any tier.
- (2) "City" means the City of New York.
- (3) "Commissioner" means the head of the City agency entering into this Contract.
- (4) "Construction" means the building, rehabilitation, alteration, conversion, extension, demolition, painting or repair of any improvement to real property.
- (5) "Contract" refers to the contract or the agreement between the Awarding Entity and the Contractor.
- (6) "Contractor" means the entity performing the services pursuant to a Contract.
- (7) "Federal Agency" means the U.S. agency or agencies funding this Contract in whole or in part.
- (8) "Government" means the U.S. government.
- (9) "Rider" means this Uniform Federal Contract Provisions Rider.

#### B. *Termination and Remedies for Breach of Contract.* The following provisions concerning remedies for breach of contract and termination apply to Contracts between the City and the City's Contractor.

- (1) **Remedies for Breach of Contract.** If the Contractor violates or breaches the Contract, the City may avail itself of any or all of the remedies provided for elsewhere in this Contract. If there are no remedies provided for elsewhere in this Contract, the City may avail itself of any or all of the following remedies.

After declaring the Contractor in default pursuant to the procedures in paragraph (a) of subdivision (2) of this section (B) below, the City may (i) withhold payment for unsatisfactory services, (ii) suspend or terminate the Contract in whole or in part; and/or



# BID PACKAGE COMPONENTS:

## 20- Feasibility study

In order to use the Project Labor Agreement (PLA) for New Construction in the Bid Advertisement, projects must be pre-approved by ACCO, Law and MOCS, via a project specific feasibility study.

### 116<sup>th</sup> Police Precinct Station House Queens, New York

Due Diligence Assessment of the Impacts and  
Implementation of a Project Labor Agreement  
For the 116<sup>th</sup> Precinct Station House

Prepared for:  
New York City Department of Design and Construction /  
Jacobs

Prepared by:  
Joseph W. Wallwork, PE, CCP, PSP, CFCC, FAACE  
Nautilus Consulting, LLC  
6800 Jericho Turnpike, Suite 216E  
Syosset, NY 11791



September 25, 2018

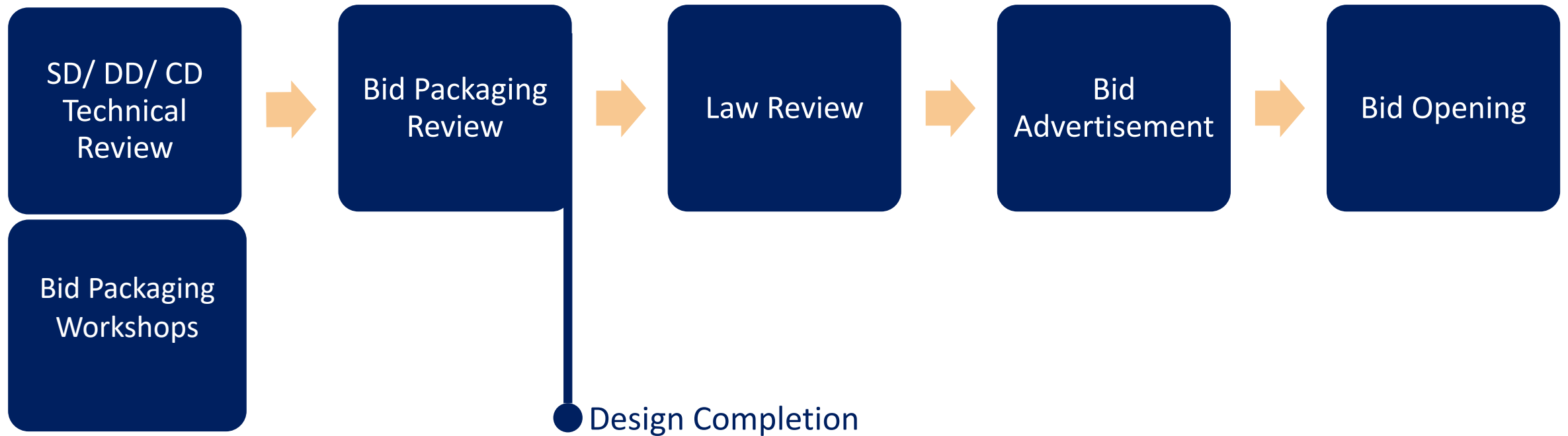


# BID PACKAGING REQUIREMENTS OVERVIEW:

1. What are the components of the Bid Package?
- 2. When does the Bid Package team get involved?**
3. Where can I find the Bid Package documents?
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7. Summary



# BID PACKAGE TIMELINE: General Overview





# BID PACKAGE TIMELINE:

## Current Workflow

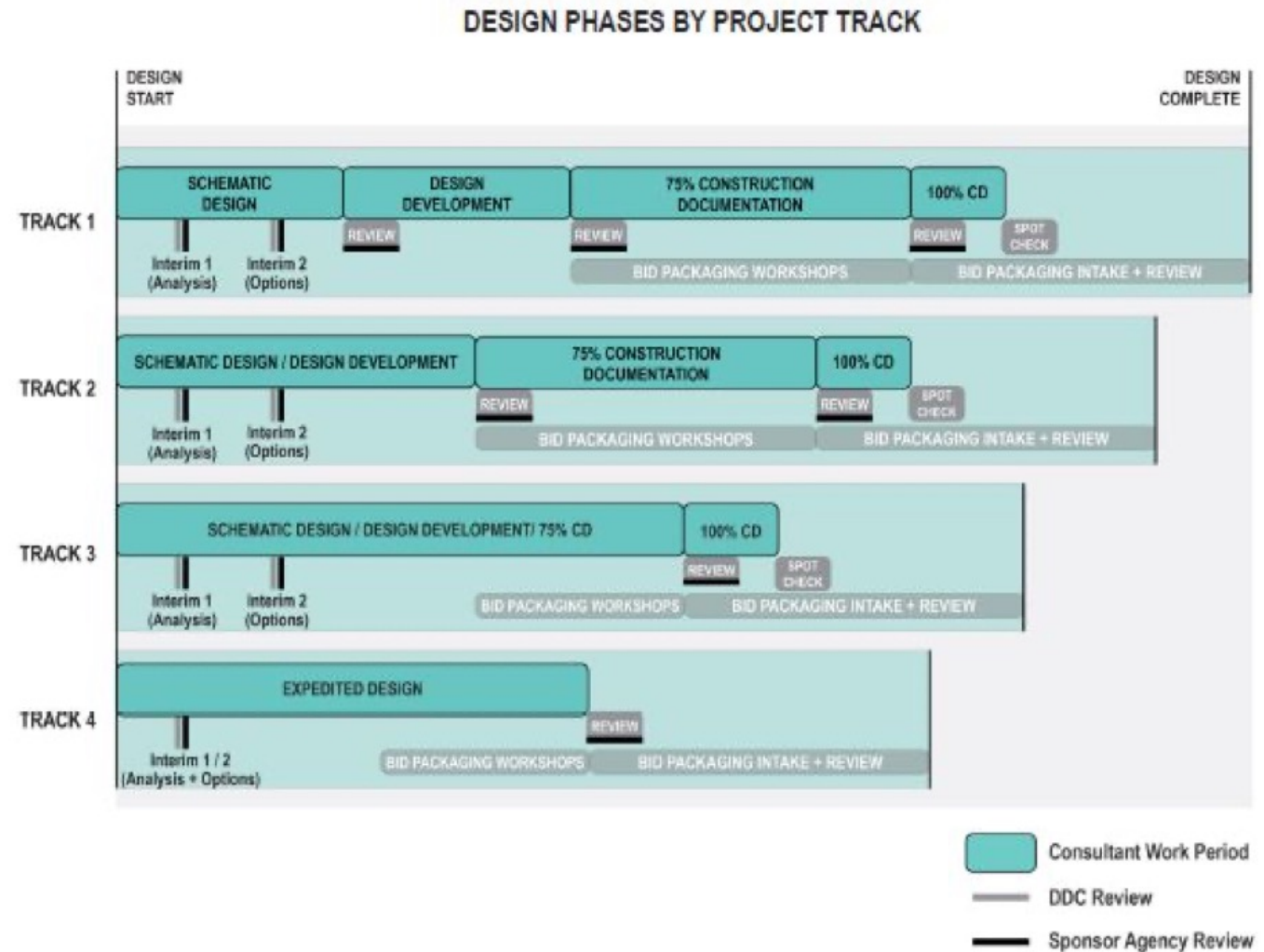
Contact the Bid Package team at the CD Kickoff, or earlier if needed. Bid Package workshops with the consultant are required prior to document submission.

BID PACKAGING WORKFLOW			
STEP 1 - PRIOR TO BID PACKAGING REVIEW		PHASE	PARTICIPANTS
BP Kickoff Meeting	Project Manager (PM) to meet with Bid Packaging Unit (BP) to review specific requirements for the project as per Checklist.	End of DD/ Start of 50% CD	PM BP AE Team Leader
BP Workshops	PM to schedule informational workshop(s) with BP & Consultant to check formatting & preliminary concerns on specifications and other bid documents; at least 1 workshop required per project.	Prior to 100% CD Submission to AE	BP PM Prime Consultant Sub-Consultants Estimator
BP Intake Meeting	PM to meet with BP to formally intake all final Bid Package Documents*. If acceptable, BP will enter project into queue. * Hard copies are received at meeting. * Electronic copies must be sent to BP prior to meeting.	After 100% CD AE Signoff	BP PM
BP QUEUE DURATION WILL VARY DEPENDING UPON TOTAL NUMBER OF PROJECTS AND PRIORITIES.			
STEP 2 - BID PACKAGING REVIEW		PHASE	PARTICIPANTS
BP Initial Review	BP to thoroughly review specifications and all Bid Package documents and send comments to PM and Consultant.	Bid Packaging Phase	BP
BP Resubmission Intake Meeting	Once all comments are addressed and all documents resubmitted, PM to set up an Intake meeting w/ BP to formally intake revised documents. If acceptable, BP will enter project into queue. * Hard copies are recieved at meeting. * Electronic copies must be sent to BP prior to meeting.		BP PM Consultant
BP Compliance Review	BP to verify all comments have been picked up and all required documents are in place. If any deficiencies are found, BP to send additional comments to PM and Consultant.		BP
Design Completion	Once all review comments are addressed and all required documents are in place, BP to prepare complete Bid Package and deliver to ACCO/Law.	ACCO/ Law	BP
ESTIMATED TOTAL DURATION FOR BID PACKAGING PHASE: +/- 60 DAYS			



# BID PACKAGE TIMELINE: Proposed Workflows

Contact the Bid Package team at the CD Kickoff, or earlier if needed. Bid Package workshops with the consultant are required prior to document submission.





# BID PACKAGING REQUIREMENTS OVERVIEW:

1. What are the components of the Bid Package?
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# BID PACKAGE DOCUMENTS LOCATION:

<https://bidpackagingddc.wixsite.com/bidpackaging>, Password = bppbddc

**DDC Public Buildings**  
**Bid Package Process and Procedures**

In order to ensure that DDC Public Buildings Bid Packages are developed in compliance with the City of New York's Standard Construction Contract and rules, DDC Law is required to perform a complete and thorough review of all specifications and Bid Documents prior to being released for bid.

The Bid Packaging Unit works with Project Teams to ensure compliance to these policies in an effort to streamline Law's review, and checks all documents to be approved as to form at the end of the Construction Document Phase. This is accomplished through workshop sessions, a formal intake of consultant-prepared specifications and all supporting documents, resulting in a detailed pre-legal review.

Upon satisfying the Bid Package Unit's requirements, documents are submitted to ACCO/ Law for registration and review, signifying Design Completion. At this time, Law will provide feedback and comments to be reconciled. Once approved by Law, the final Bid Documents are advertised for Procurement by ACCO.

**PHASE**

**BP TIMELINE**

- DD ○ MEET AS NEEDED
- CD ○ KICKOFF WORKSHOPS
- BP ○ INTAKE MEETING
- PROJECT ENTERS QUEUE
- INITIAL REVIEW
- RESUBMISSION
- COMPLIANCE REVIEW
- ACCO ○ BID PACKAGE TO ACCO (DESIGN COMPLETION)
- LAW ○ LEGAL REVIEW
- ADVERTISEMENT ○ PROJECT ADVERTISED  
ADDENDA REVIEWED, ISSUED  
BID OPENING

**CONTINUE TO SITE**

\* For more detailed information, visit the [BP Workflow](#) page.



# BID PACKAGING REQUIREMENTS OVERVIEW:

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# BID PACKAGE SUBMISSION: PM Responsibilities

The PM task list serves as a guide for Project Managers to inspect their consultants' submissions (or resubmissions) for accuracy and completeness prior to a formal Bid Package review.

## Top 10 Bid Packaging Tasks for PMs to complete before each Intake Meeting

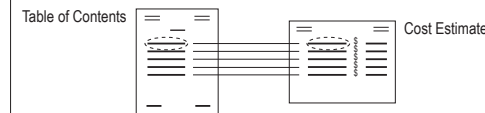
- 1) Addendum to GC:** Ensure this is completely filled out  
a. No highlighted instructions should remain  
b. Do not revise standard text (ex. footer date)

Addendum to the General Conditions March 1, 2017	Page 1 of _
---	-------------

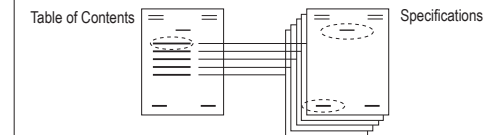
- 2) Check TOC:** Ensure the DDC General Conditions (DIV 01) is not included in the TOC or within the Specifications.

INCORRECT	CORRECT
TOC with DIV 01	TOC without DIV 01
<div><div>X</div><div>DIV 01 01 30 00 .....</div><div>DIV 03 03 33 00 .....</div></div>	<div><div>DIV 03 03 33 00 .....</div><div>DIV 05 05 12 00 .....</div></div>

- 3) Estimate to match TOC:** Compare Cost Estimate with TOC to ensure all Spec Sections have a corresponding line item and associated cost. Titles + CSI #'s must match exactly.



- 4) Spec to match TOC:** Ensure each Spec Section is listed in the TOC, and that the titles and CSI #'s match exactly.



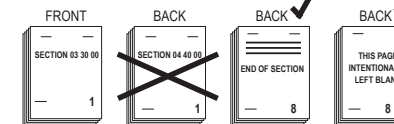
- 5) Check Date:** Ensure all Spec sections have the same date for submission, check that the date is the same on all spec sections, and that this date is updated from the last.

==	==	Date
==	==	
==	==	
==	==	

- 6) Check Spec Template:** Check that the correct Specification Template is used, including headers, footers, Related Document section

	FMS No. - [xxxxxxxxxx] Issue Date - [xx/xx/xxxx]
PART 1 - GENERAL	
1.1 RELATED DOCUMENTS	
A. The following documents apply to all required work for the Project: (1) the Contract Drawings, (2) the Specifications, (3) the General Conditions, (4) the Addendum and (5) the Contract [City of New York Standard Construction Contract].	

- 7) Check Pagination:** Each Section must have an even number of pages. If odd, add blank page + text "This Page Intentionally Left Blank," along with headers and footers.



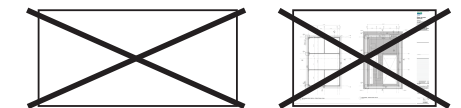
- 8) Check Roof Work:** Modifications to an existing warranted system must include Special Experience Approval for the Installer, and Proprietary Approval for the Manufacturer.

<b>Special Experience</b> SER for Roof Installer is required for this roof because of warranty.....	<b>Proprietary</b> Proprietary Approval is required for this roof manufacturer to match.....
--	---

- 9) Check Fire Alarms:** Modifications to an existing Fire Alarm system must include Proprietary Approval for the Fire Alarm manufacturer.

<b>Proprietary</b> Proprietary Approval is required for this fire alarm manufacturer to match.....
---

- 10) Check for Extras:** Ensure there are no cut sheets, drawings, or forms included with the technical specifications.



DO NOT SCHEDULE AN INTAKE MEETING UNTIL ALL OF THE ABOVE ITEMS ARE ADDRESSED.



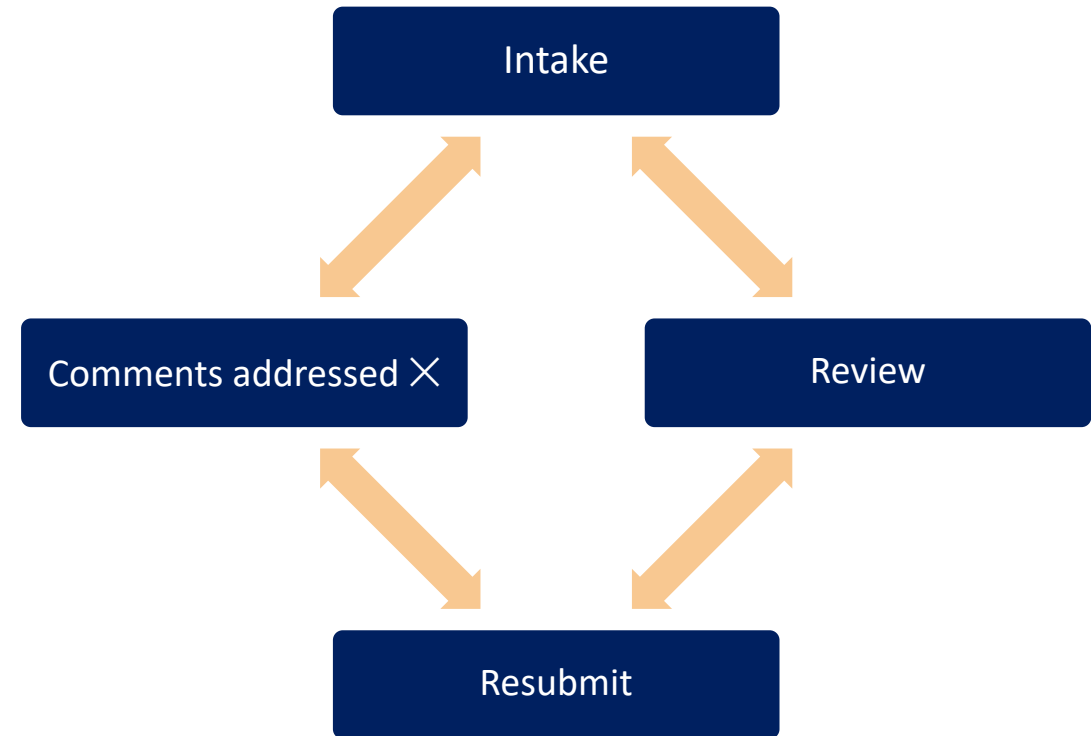
# BID PACKAGE SUBMISSION: PM Responsibilities

In order to keep projects on schedule and avoid repeated submissions, ensure that all review comments are correctly addressed the first time.

**NB: the 100% CD pay point is Design Completion, not the 100% CD submission.**

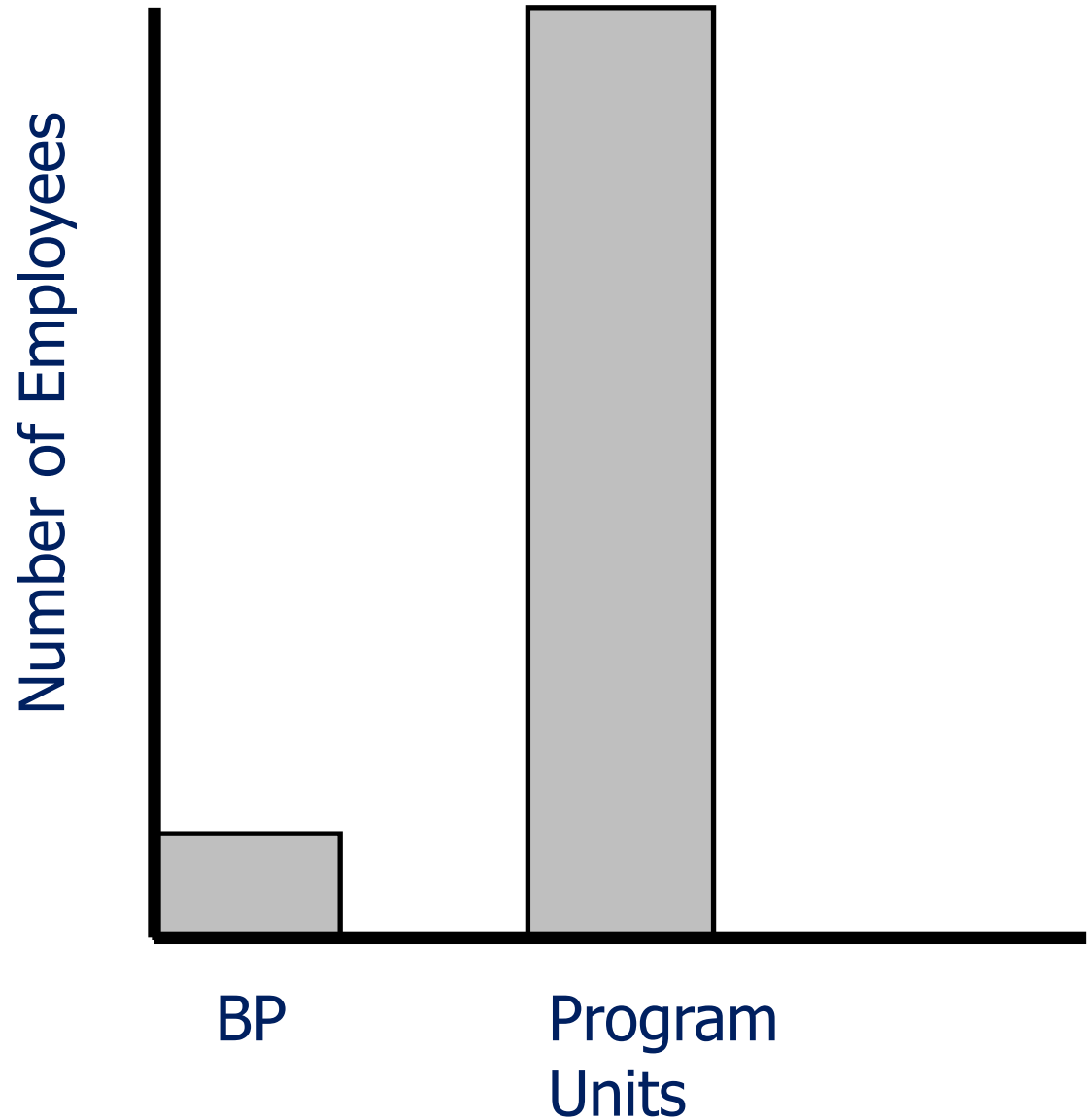


VS.





BID PACKAGE SUBMISSION:  
PM Responsibilities





# BID PACKAGING REQUIREMENTS OVERVIEW:

1. What are the components of the Bid Package?
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# FINAL BID PACKAGE:

The final Bid Package consists of all approved Bid Documents except the Bid Drawings. When it is transmitted for Law review, the project has reached Design Completion.



PROJECT ID: CRO-AGS

THE CITY OF NEW YORK  
DEPARTMENT OF DESIGN AND CONSTRUCTION  
DIVISION OF PUBLIC BUILDINGS

30-30 THOMSON AVENUE  
LONG ISLAND CITY, NEW YORK 11101-3045  
TELEPHONE (718) 391-1000  
WEBSITE [www.nyc.gov/buildnyc](http://www.nyc.gov/buildnyc)

VOLUME 1 OF 3

## BID BOOKLET

FOR FURNISHING ALL LABOR AND MATERIALS  
NECESSARY AND REQUIRED FOR:

### Croton New Above Ground Structure and Landscaping Rebid

LOCATION: 3651 Jerome Avenue  
BOROUGH: Bronx, NY 10467  
CITY OF NEW YORK

CONTRACT NO. 1 GENERAL CONSTRUCTION WORK

NYC Department of Environmental Protection

Grimshaw Architects

Date: October 26, 2017



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VOLUME 2 OF 3

PROJECT LABOR AGREEMENT  
INFORMATION FOR BIDDERS  
CONTRACT  
PERFORMANCE AND PAYMENT BONDS  
SCHEDULE OF PREVAILING WAGES  
GENERAL CONDITIONS

FOR FURNISHING ALL LABOR AND MATERIALS  
NECESSARY AND REQUIRED FOR THE PROJECT

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VOLUME 3 OF 3

## ADDENDUM TO THE GENERAL CONDITIONS

## SPECIFICATIONS

FOR FURNISHING ALL LABOR AND MATERIALS  
NECESSARY AND REQUIRED FOR:

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# BID PACKAGING REQUIREMENTS OVERVIEW:

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## BID PACKAGE TEAM:

Sarah Shelley-Zomick  
[shelleysa@ddc.nyc.gov](mailto:shelleysa@ddc.nyc.gov)

Kathy Holmes  
[holmeska@ddc.nyc.gov](mailto:holmeska@ddc.nyc.gov)

Melissa Cato  
[catome@ddc.nyc.gov](mailto:catome@ddc.nyc.gov)

Rich Jones  
[jonesri@ddc.nyc.gov](mailto:jonesri@ddc.nyc.gov)



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## **7. Summary**



## SUMMARY:

- ✓ Invite Bid Package team to **CD Kickoff** meeting, or at an earlier phase of the project as needed
- ✓ Refer to **BP Checklist** for all project-required items
- ✓ **Consultant workshops** are required prior to Bid Package submission
- ✓ Refer to **PM Task List** to inspect consultants' documents for accuracy and completeness prior to Bid Package submission
- ✓ All submissions and resubmissions must be delivered at pre-scheduled **Intake Meetings**
- ✓ **Contact the Bid Package team or visit our website** if you have questions



QUESTIONS ?