

BID PACKAGING WORKFLOW

<u>STEP 1 - PRIOR TO BID PACKAGING REVIEW</u>		<u>PHASE</u>	<u>PARTICIPANTS</u>
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.**

<u>STEP 2 - BID PACKAGING REVIEW</u>		<u>PHASE</u>	<u>PARTICIPANTS</u>
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 received 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