



CITY OF GRAND RAPIDS

ADMINISTRATIVE POLICY

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| NUMBER: 86-02 | DATE: 8/18/86 |
| REVISIONS: | |
| ISSUED BY: City Manager | SIGNED <i>10/11/86 - J. Kimball</i> |

SUBJECT: CONSTRUCTION BIDS AND RELATED PROFESSIONAL SERVICES

PURPOSE: To establish the procedure for solicitation of construction contract bids and related professional services.

POLICY:

I. Definitions

- a. Public Construction Contract - A contract with the City of Grand Rapids for the construction, alteration or renovation of public buildings or public works projects.
- b. Construction Engineering and Inspection - Consists of competent professional construction engineering/architectural and inspection services to adequately assure that the work has been completed in compliance with the construction plans and specifications.

Those services shall include assuring adherence to construction plans and specifications, material testing, preparing pay estimates, construction surveying and review and approval of shop drawings. The services listed are not all inclusive and may change depending on the nature of the construction project.

II. Value Judgement Regarding the Classification and Estimated Cost of Construction Work

- a. When the classification of work or the estimated cost of the work is in question with respect to this policy, the Assistant City Manager for Public Works, the City Engineer, and the Director of Equal Opportunity shall be consulted for a determination.

III. Pre-qualification

- a. The Engineering Department shall provide, accept, and process applications including financial ability determinations of contractors and sub-contractors when the estimated value of the construction project is \$10,000 or more, for both MBE and non-MBE.

IV. Selection of Consultants, i.e. Architects or Engineers:

- a. The professional qualifications of Consultants shall be evaluated by engineering staff prior to final selection by any city department.

V. Solicitation of Bids

- a. The Engineering Department shall solicit all bids for a construction project with an estimated value of \$10,000 or more. A project with an estimated value which is less than \$10,000 can be solicited through the Engineering Department, or Purchasing at the option of the initiating department.
- b. If the estimated value of the construction projects is \$10,000 or more, the Engineering Department shall notify the contract compliance officer of the Equal Opportunity Department of the construction project at the time the project is advertised. When emergency bidding is required, the officer will be notified as soon as possible.
- c. The solicitation and receipt of all bids shall comply with Engineering pre-qualification and EEO pre-certification requirements, City of Grand Rapids Standard Construction Specifications, the MBE policy and any other applicable City policies.

VI. Construction Contracts

- a. All contracts for construction projects will use standardized forms approved by the City Attorney, unless the City Attorney and the City Engineer agree that a specialized form is necessary for a particular project.

VII. Project Administration

- a. If the estimated value of the construction project is \$10,000 or more, the Engineering Department shall be responsible for the following:
 1. Provide administrative overview of construction project during construction.
 2. Provide approval for partial payments to contractor.
 3. Shall keep and maintain financial accounting record of construction project.
 4. Review and approval of final payment to contractor.

5. Closing out construction project.

VIII. Construction Engineering and Inspection

- a. Construction engineering and inspection services required for a public works project shall be determined by the initiating department through consultation with the City Engineer and City Attorney.
- b. If the estimated value of the construction project is \$10,000 or more, the Engineering Department shall perform all construction engineering and inspection services except in instances where the Engineering Department cannot perform those services due to staff limitations or the lack of internal expertise or the initiating department chooses to utilize a consultant for such services as provided under this policy.
- c. If the Engineering Department cannot perform those services for the reasons described in VIII.b., or the initiating department chooses to utilize a consultant for construction engineering and inspection services, then it shall be the responsibility of the initiating department to assure that the construction engineering and inspection services required for the project are included in the consultant contract. If a consultant is utilized to perform construction engineering and inspecting, project administration will be performed by the Engineering Department as outlined in paragraph VII.