

Owner's Instructions to the Architect Regarding the Construction Contract

Part C—Bidding Procedures, page 1 of 3

Owner: (Name and address)

Date:

Project Title:

Architect: (Name and address)

Project Number:

NOTATION TO OWNER—This form provides your instructions regarding requirements for bidding procedures for this Project. Please return the completed form to your Architect. After reviewing your instructions, the Architect will proceed with the preparation of necessary bidding documentation. Please respond to every question.

1. What method will be used for selecting the Contractor(s)?

- (a) Bidding
 - Open and competitive
 - By invitation only
 - Other (Specify)
- (b) Negotiating
 - A single Contractor
 - Multiple Contractors
 - Other (Specify)

Are there any special eligibility requirements for contractor selection? Yes No
If so, describe requirements. _____

Will the list of invited bidders be included in the bidding requirements? Yes No

Will bidders be required to list subcontractors in their proposals? Yes No

Will the Bidder be basing the Bid Sum or Time of Completion on partial drawings and specifications?
 Yes No

Will any bidders or sub-bidders be pre-qualified? Yes No

If so, please list work categories requiring pre-qualification. _____

Are there any additional instructions on the method of selection or qualification of bidders? Yes No
If so, describe. _____

2. Who will prepare the instructions to bidders, Owner or Architect?

If the Architect will prepare the instructions, please attach any standard forms or specific language for special bidding provisions you wish to see incorporated into the instructions to bidders.

3. Who prepares the proposal form?

- Owner
- Architect

4. How will bids be solicited?

- Public advertisement arranged by Owner or Architect
- Private invitation issued by Owner or Architect

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Will Bid opening be public or private?

Will there be a pre-bid conference? Yes No

If so, specify when and where. _____

5. Will the cost of the performance and payment bonds be included in the base bid or alternate?

Will property insurance by the Contractor be bid as an alternate? Yes No

Is an itemized breakdown of the bid price required? Yes No

If so, identify those items of Work. _____

Will the Contractor be required to obtain more than one subcontractor bid on any item of work? Yes No

If so, list items. _____

6. Will bid security be required? Yes No

If so, in the amount of

\$ _____, or

_____ % of the total bid in the form of:

A bid bond (AIA Document A310–2010 in conjunction with AIA Document A312–2010), or

Other _____

(Describe other acceptable types of security or bond forms, if any.)

7. Where will copies of the Bidding Documents be made available for reference of the bidders?

Plan rooms designated by the Owner

Plan rooms selected by the Architect

Owner's office

Architect's office

Other (Specify) _____

Who can provide copies of Bidding Documents?

Owner Architect Printer

Are there any limits on the number of sets of Bidding Documents to be issued to each bidder? Yes No

If so, describe the limitations. _____

8. What date and time is required for receipt of bids?

(Specify) _____

Will be determined later by the Owner

Will be determined by the Architect

9. Where shall bids be received?

At the Architect's office

Other (Specify name and address of recipient) _____

10. Who will prepare the bid tabulation forms?

Owner

Architect

11. Will bids be publicly opened and read aloud? Yes No

If opened in private, will bid tabulation be furnished to Bidders? Yes No

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12. Are copies, in addition to the usual original signed bid, required? Yes No
If so, specify how many copies. _____
13. How many calendar days after receipt of bids must a bid remain open for acceptance? _____
14. If a Contract is awarded, when will construction at the site commence?
 Upon execution of the Agreement
 Upon, but not before, receipt of a notice to proceed
 Not earlier than _____ days after award of the Contract
 Other (*Specify*) _____
15. Will the required time of Substantial Completion be stipulated in the Bidding Documents? Yes No
If so, Work shall be substantially complete:
 _____ calendar days after the Date of Commencement
 By, _____ (*Date*)
 In the number of calendar days stipulated by the bidder in the bid form

Will a preliminary schedule be required to accompany the bid? Yes No
Will bidders be required to incorporate any milestone dates into the preliminary schedule? Yes No
If so, describe. _____

Will designated portions of the Work require Substantial Completion in advance of the rest of the Project?
 Yes No
Will these portions be identified on Drawings? Yes No
If no, describe the scope and anticipated date(s) of completion for such designated portion(s) of the Work as you wish to see them incorporated in the Drawings. _____

16. Special instructions:
(*Note: Please describe checked items by separate attachment.*)
 Unit price proposal language
 Substitution criteria
 Fee proposal language
 Overhead or profit limits
 Waivers
 Non-Collusion affidavit
 Qualification statement

Owner's Representative

By _____ Who represents (*Name of Owner*) _____ Date _____