

# Bidding & Construction Administration

**Team 8e architecture** is experienced in all public & private sector project types and delivery methods, including many projects with Construction Management services. We can assist our client with the selection of the appropriate delivery method to provide the highest project value and outcome, including decisions regarding single or multiple-prime contracts, or the inclusion of materials and services that may be provided by the client. We also prepare the Legal Notice to Bidders with bidding schedule, conduct a Pre-bid Conference, coordinate and conduct the Bid Opening procedures, prepare a Bid Tabulation of the received bids, review and make recommendations for the awarding of contracts, and prepare the Contracts for Construction, all as part of our Basic Services. Also included is the preparation and assistance in filing applications for zoning, utility, EPA and building permits, and associated variance requests that may be required.

Public projects – including prevailing wage, EDGE & MBE participation, LEED certification and Community Goal requirements. We are well versed in the requirements for public bidding & legal notices, wage coordinators, EPA Notice of Intent, and Ohio lien laws & Notice of Commencement.

Design-Bid-Build – traditional project delivery method where the owner hires a design professional to prepare construction documents and separately hires a contractor through a competitive bidding process.

Design-Build – alternative project delivery method where a single entity, usually established on a project-specific basis, provides the owner with a single point of responsibility for both design and construction, typically for a guaranteed cost of construction, and can be led by either the design professional or the contractor. There can be numerous variations of this delivery method.

**Team 8e architecture** emphasizes the importance of full Construction Administration services as a key component of our quality control and risk management practices, and included as part of our basic services. It is in the best interest of the client, the contractor and ourselves if we are actively involved in the regular observation of construction. We are best suited to address any on-site discrepancies or questions, and determine if the work is proceeding according to plans and specifications. We are also instrumental in reviewing on-site mock-ups, material and product submittals and can ascertain if unauthorized design changes have been made.

Our basic Construction Administration services have been compared by past clients, in quality and level of involvement, to that of “additional fee” Construction Management services, but without the additional fee. It is our belief that no matter how accurate and comprehensive the construction documents may be, there is no guarantee that the outcome will reflect the intended result if there is inadequate or unqualified on-site observation. In order to achieve this, we assure that our construction representative is the Team leader that participated in all previous design activities, and we are prepared and equipped with all project files and electronic data on mobile devices for instant on-site access. We are also equipped on-site to create, print or transmit revised documents or sketches that may be necessary for clarification or coordination. We are typically on site an average of 12 to 16 hours per week, but have been known to be involved for much longer durations during periods of increased project activity or level of construction intricacy.

Other basic Construction Administration services include the review and authorization of Contractor Applications for Payment, response to Contractor Requests for Information, review and recommendation of Contractor pricing proposals, coordinate and conduct regular Construction Progress Meetings, produce and distribute Progress Meeting Minutes, conduct final walk-thru and prepare Punch Lists of non-compliant or sub-standard work for correction, and assist in securing final inspection sign-off and Occupancy Permits.