Table Discussion   Public c   Private c

Conducting an Effective Bid Process

Issuing the RFP: *List what you believe are the keys or Best Practices to issuing an effective and successful RFP ?*

Owner's View:
- Make sure RFP is complete.
- Enough clarity in the format of the RFP to allow easier comparison.
- Explicit instructions on how to deal with unknowns / gaps in the scope.
- Consistency from one package to the next in format, content, expectations

Designer's View:
- RFP scope narrative should include detail write ups from the discipline leads
- Have a clear understanding of the project, owner requirements
- Limit the assumptions

Contractor's View:
- Clear spec's, clear scope of work.
- Photos and notes help with retro-fit work.
- Small and qualified group of bidders.
- Meaningful bid walk. Include design rep.
- Bid walks need to be manageable. (not too big, noise,)
- Resolve contract issues in the pre-qual phase
- Public works needs alternative processes to include/exclude bidders from certain packages

Ethics: *What information should and should not be shared with Bidders?*

Owner's View:
- Can't give as much feedback on the bid results as requested
- Methods and means should not be shared
- Share items that keep all bidders working apples to apples regarding scope, quantities, detail
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Designer's View:
- Do not share constructability / VE issues
- Provide feedback on pricing and position without "bid peddling"

Contractor's View:
- Proprietary and VE ideas should not be shared unless determined to be general knowledge that all need
- Share items that keep all bidders working apples to apples regarding scope, quantities, detail
- Methods and means should not be shared
- Need feedback on technical issues so that changes can be made in the future
- Need feedback for lower tiers on pricing, performance for future changes

Bid Evaluation: *What factors do you weigh most heavily in evaluating a proposal?*

Owner's View:

- All requested information returned
- Criteria for weighting is different for each job / needs to be adjusted for each RFP
- Consideration depends on type of contract / type of project – weighting criteria changes, should be explained in the RFP
- Checking references, interviews, presentation, contractor needs to communicate understanding of the scope

Designer's View:

- Communicate a clear understanding of what was requested in the original scope
- Focused well written execution plan

Contractor's View:

- Commercial strategy dictates proposal evaluation criteria (conceptual vs design build vs LS)
- Hard to buy into online process and how technical evaluation factors in – still seems like low price vs. value