

CAPITAL PROJECTS PROCEDURE GUIDE

STEP 1 Notification by Chancellor to Pre-Project Review Task Group

STEP 2 Approval by the Facilities Design Council

STEP 2a Note: The Facilities Design Council meets on alternating months to prepare for the State Board Meetings that occur on subsequent alternating months. Contact Systems Office Facilities and Capital Planning to be put on the agenda. All projects over \$200,000 need to be approved by the Facilities Design Council.

STEP 3 Solicit Proposals from Architect or Engineer (A/E) to prepare bid documents and drawings.

STEP 3a Per ITCC Finance Manual: “once a decision has been made about the project meeting the need, then the process begins of identifying potential architects or engineers (A/E). The known pool with whom the College has established relationships may indicate which ones can be contacted. In other cases, the larger market of A/E suppliers may need to be searched if the supply of local A/E is limited, the need exists for new A/E, or the market has changed.”

STEP 3b Select Architect or Engineer

STEP 3c Issue Purchase Order (PO) to A/E

STEP 4 Architect/Engineer to Prepare Bid Documents

NOTE: The duration of this step will vary greatly depending on a project’s complexities.

STEP 5 Not used.

STEP 6 Public Notice to Bidders

STEP 6a A/E to prepare Notice to Bidders on behalf of the College with the following information. The College will request publication a minimum of two times for projects over \$150,000 (confirm with current State of Indiana law and regulations). The larger the project the more publications should be used. Advertise in

the county of the project. It is recommended that notices be published in 2 publications for projects.

ITEM 6a1 Name of college and project, address of project

ITEM 6a2 Time and location of bids to be dropped off, time and location of public bid opening, or opened virtually.

ITEM 6a3 Time and location of pre-bid meetings if warranted.

ITEM 6a4 Where/how to obtain bid documents.

ITEM 6a5 Requirements for bid bonds, payment bonds and performance bonds, certificate of insurance.

ITEM 6a6 Requirement for submission of Form 96.

STEP 6b It is recommended to use 2 publications to run Notice to Bidders and get prices. One needs to be a large audience publication.

ITEM 6b1 Gannett Legals Public Notices E-mail: ganlegpubnotices4@gannett.com

ITEM 6b2 IBJ Legal Notices E-mail: legalnotices@ibj.com

STEP 6c Determine schedule of publications.

ITEM 6c1 Two Notice to Bidders are required in each publication not less than 7 days apart for projects over \$150,000. Second notice needs to be a minimum of 8 days before bid opening; but could be more when appropriate. Duration varies according to the estimated cost of project. Allow additional time for large or complicated projects.

ITEM 6c2 Prebid meetings, although not required by law, are highly recommended. The meeting needs to occur not less than 4 days before bid opening, and not less than 4 days after *first* Notice to Bidders is published. As a rule of thumb, have the pre-bid meeting on the day of the second notice.

ITEM 6c4 Pre-bid meetings occur in a public room at the college.

NOTE: Schedule the room, or provide a virtual option, before the first Notice to Bidders as the information is included in the Notice to Bidders. Bid Openings may also be virtual. Announce the online venue for a virtual event in the Notice to Bidders.

STEP 7 Public Bid Opening

STEP 7a Verification of the timely delivery of sealed bids is done at the time of delivery; date/time of delivery is noted on envelope & initialed by recipient. If bid receipt is by electronic means, the Owner will define the method of bid verification in the Notice to Bid and during the Pre-bid meeting.

STEP 7b A bid tabulation is kept, usually by the A/E of the project.

STEP 7c Collection of bids must stop at the precise time that the notice indicates.

STEP 7d All bids are taken, sealed, to the location or virtually of the bid opening.

STEP 7e All bids are opened individually, and dollar amounts are verbally read for each base bid and any alternates.

STEP 7f All bids are given to A/E to verify low bidder for base bids and any alternates selected by the college. The final bid tab is signed by the A/E and college representative.

STEP 8 Paperwork required by the low bidder.

STEP 8a Form 96, for each contract, which should be in bid documents.

ITEM 8a1 Includes financial statement.

STEP 8b Bonds

ITEM 8d1 Bid bond for 10% of the bid amount for all projects over \$50,000. For JOC contracts the threshold must reach \$200,000.

ITEM 8d2 Performance bond for 100% of the contract amount preferred, but only required on contracts over \$200,000.

ITEM 8d3 Payment bond for 100% of the contract amount for all projects regardless of cost.

STEP 8e Certificate of Insurance Liability. Reference Coverage Requirements.

STEP 8f Certified payroll for all contracts requiring wage rates.

STEP 8g Substance abuse policy for contractors with projects over \$150,000.

STEP 9 Campus Approval by letter. The Owner's Contract tracking sheet is allowable.

STEP 9a A letter is written, for each contract, by the Campus Chancellor. It needs to include: explanation of project, justification of need, written by the Campus Executive Director of Administrative Services (or similar executive). The Campus Board needs to approve all projects over \$500,000.

STEP 9b The letter also needs to include: tabulation of costs

ITEM 9b1 Base bid

ITEM 9b2 Alternates

ITEM 9b3 Contingency of 10%

ITEM 9b4 A/E expense

ITEM 9b5 All publication expenses

STEP 10 Resolution written for State Board Meeting by Vice President for Capital Planning and Facilities.

STEP 11 State Board Approval of Contract

STEP 11a Be approved to be on the agenda by State Board of Trustees

STEP 11b Attend State Board of Trustee meeting

STEP 11c Receive signed resolution from State Board of Trustees written by Vice President for Capital Planning and Facilities.

STEP 12 Contract Packet (summary of all contracts that are needed to engage contractors on project)/Signature of the President.

STEP 12a Contract packet is compiled completely before submittal, for each contract.

STEP 12a1 The Contract Checklist of the items for each contract packet is available from the Systems Office, Director of Capital Planning and Compliance and should be included with Contract Packet. Reference Exhibits for sample checklist. The checklist will include the following items:

ITEM 12a2 Campus cover letter, Tracking Sheet for \$100K or more.

ITEM 12a3 Verification of publication of Notice of Bidders received from the publisher

ITEM 12a4 A/E letter of recommendation

ITEM 12a5 Bid tabulation signed by A/E

ITEM 12a6 Form 96

ITEM 12a7 Non-collusion affidavit

ITEM 12a8 Substance abuse policy for any Contractor that has contracts in excess of \$150,000

ITEM 12a9 Contractor's Financial Statement

ITEM 12a10 Bonds: bid, payment, performance

ITEM 12a11 Certificate of Insurance

ITEM 12a12 One Electronic copy of AIA contracts provided by A/E with names and dates typed on contract below signature line

STEP 12b Contract packet reviewed by a Campus Executive.

STEP 12c Signature of Chancellor on electronic contract on projects up to \$100,000.

STEP 12d Contract packet delivered via DocuSign to Systems Office Facilities and Capital Planning for signature via DocuSign.