

# A Quick Guide for Reviewing Tenders

# Cover Page

The type of work should be chosen from PMA

Location description should indicate major highway, U.A.R. etc.

Bridge Jobs: B.F. # should be included.

Paving Jobs: Start and end project limits (km points) should be included.

Location descriptions should be consistent with what's shown on location plans, separate drawings and throughout the document.

# Section 1: Instruction to Bidders

Ensure that the latest version of the tender template is used and the correct Department name is referenced. The latest template is available from PMA.

If a pre-tender meeting is required:

Set time, date and location of the meeting; and incorporate these in the tender document.

# Section 1: Instruction to Bidders (cont'd)

Ensure that all report names in the “Geotechnical/Soils Information” and “Environmental Information” match with report covers; and that all reports referenced are included with the CD submission.

Check if subsections for “Reference Drawings” and “Full Size Drawings” are applicable to the tender; and remove if necessary.

An Environmental Risk Assessment is required for every tender submission.

# Section 2: Tender Forms

## Subsection 2.1 (Tender for Construction):

- Type of work and location description should be identical to tender cover.

## Subsection 2.2 (Unit Price Schedule):

- Every bid item must have one of the following:
  - A payment clause reference from the “Standard Specifications for Highway Construction”, “Standard Specifications for Bridge Construction” or the “General Specifications”.
  - A payment clause reference from one of the Spec. books and a Special Provision reference.
  - A Special Provision reference only.
- For the last two cases above, a payment clause must be drafted – outlining how it deviates from the standard payment clause - and incorporated in the Special Provision section of the document for the bid item.

## Subsection 2.4 (Agreement):

- Confirm that the Contract’s interim and/or final completion dates can be reasonably met, keeping in mind the following:
  - It takes about 2 months to review a tender, advertise it, close it, get CRC approval, and sign the contract.
- If an interim completion date is present, use the final completion date in Subsection 2.4, “Agreement” and add a “Construction Scheduling and Interim Completion Date” SP indicating what work has to be completed by each date. This SP will be uploaded online in the near future.

# Section 4: Special Provisions

## Typical Order of SPs:

- 1. Contractual SPs
- 2. Environmental SPs
- 3. Project Specific SPs

Ensure that the latest editions of the Department's manual and specifications are correctly referenced.

Cross-reference SPs with standard ones from Department's website. Justification is required for any deviations.

- <http://www.transportation.alberta.ca/3312.htm>

If applicable, ensure that Restricted Activity Periods (RAP) are:

- Consistent with the reports under the Contract Information Documents section and throughout the tender document.

Specification Amendments Table

- Ensure that the applicable ones are checked off.

Scope of Work

- Provides a general indication of work to be completed; no need to repeat details already incorporated in other SP's.

Bid item names in this section must match with those in the Unit Price Schedule

# Sections 5&6: Specification Amendments & Supplemental Specifications

- Check <http://www.transportation.alberta.ca/3312.htm> to ensure all the applicable ones for the project are included.
- Cross-reference all existing amendments and specifications used in the tender with the website to ensure they're the latest versions.

# Section 7: Plans and Drawings

Ensure all separate drawings are listed in the Separate Drawings table and submitted electronically on a CD.

Ensure Pit and Aggregate Testing Plans; and/or Environmental Permits are included

- For Pit Plans:
  - Ensure Clarity

Ensure a location plan is included that:

- Has a title block and is clear.
- Clearly shows the location of the project and one or more of the surrounding cities/villages/towns. The towns should match with the tender cover.