Facilities Services, Contract Construction Department

Exhibit 3
Informal “Flexible Group Bid Rotation” Process for an Individual Project
NC State Informal Projects

New Project arrives from design (with internal cost estimate)

NCSU evaluates project scope and any specific construction descriptions and/or subcontractors required

NCSU compares project scope of work and specifications against the “Flexible Rotation Pool” of available contractors. NCSU selects the “best in line” group of contractors to bid on the project, subject to fairness and factors listed in the Contractor Selection Criteria.

NCSU solicits bid participation from the appropriate group. A mandatory pre-bid conference is led by the Design and Construction Services project manager.

Bid Opening

Low Bid is Reasonable

Low Bid is Significantly Low

NCSU contacts apparent Low Bid Contractor and discusses the cost breakdown and any potential contractor omissions or over-bids that may have caused the bid to be unreasonably low. NCSU may also contact designee to request a re-evaluation of the internal design estimate. Bid is re-evaluated based on current project scope of work, contractor input, and any newly-discovered issues. (Bid amount is NOT altered).

Relative to estimate, contractor bid is still low

NCSU may elect to award the contract to 2nd lowest bidder, if reasonably close. Direct the project back into design for a change in scope, or take other appropriate action based on the individual situation.

Contractor Bid is still high

NCSU contacts apparent Low Bid Contractor and discusses the cost breakdown and any contractor concerns that may have caused the low bid to be higher than internal estimate. NCSU may also contact designee to request a re-evaluation of the internal design estimate. Bid is re-evaluated based on current project scope of work, contractor concerns, and any newly-discovered issues. (Bid amount is NOT altered).

Relative to estimate, Contractor Bid is reasonable

DCS obtains budgetary approval from NCSU client and awards project to Contractor.

Contractor Bid is significantly high

NCSU may elect to award the contract, direct the project back into design for a change in scope, or take other appropriate action based on the individual situation.

*See Contractor Selection Criteria in the NCSU Bid Policy for Informal