



**Consultant Guide for  
Project Development,  
Plan Development, and Bidding of  
Public Infrastructure Projects**

**City of Fargo Engineering Department**

**Revised March 2014**

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## Process Overview

### **1. Project Development Phase**

- 1.1 A Project Coordinator from the Engineering Department will be assigned to oversee the project. The primary contact for communication and correspondence for the project shall be thru the Project Coordinator.
- 1.2 The City will coordinate a pre-design meeting and a 50% complete meeting that the consultant will be required to attend.
- 1.3 A packet including the agenda documents, the Special Instructions to Bidders, a 75% complete set of plans, specifications, and bid items shall be submitted for review prior to placing on Commission agenda for project creation. This packet will be reviewed by appropriate staff (City Engineer, Division Engineer, Erosion & Sediment Control Engineer, Traffic Control Engineer and Project Coordinator).
- 1.4 All City Commission agenda documents must be turned in one week prior to Thursday agenda deadline (10 days prior to actual commission date).
- 1.5 See <http://www.cityoffargo.com/CityInfo/CityCommission/2014Agendas/> for City Commission calendar for dates of meetings.

### **2. Plan Development Phase**

- 2.1 The City will send out the Property Owner Memo and advertise the project in The Forum following project creation.
- 2.2 The Consultant will provide an Excel spreadsheet for the bid sheet using Bid Item Description, Item No., Units and Section Number for Bid Items documents found in Project-Specific Documents/Information/Examples. The City will create the Bid Sheet using its bid administration software.
- 2.3 Prior to finalizing the PDF's of the Plans & Specifications the City will create a PDF of the Bid Sheet to be included in the plans (see [Section 2.2.15](#) in the Required Documents section). **No changes may be made to the bid sheet without an addendum.**
- 2.4 Plans must be submitted prior to the time of first advertising. This shall include wet stamped Plans & Specs and an electronically stamped set of PDF Plans & Specs.
- 2.5 City will upload the completed PDF to its website for bidding.
- 2.6 For sanitary sewer and/or water main projects: Two (2) copies of the original wet stamped Plans (11"x17") and two (2) copies of the original stamped Spec Book (8 ½" x 11" - bound) are to be mailed to the ND Department of Health along with an instructional letter to be printed on Consultant letterhead. The template and a sample of this letter can be found in [Appendix B](#).

**3. Bidding Phase & Contract Award**

- 3.1 Consultant shall answer all questions prior to bidding. They shall provide all necessary addendums to address omissions to plans. Addendums require City Engineer signatures.
- 3.2 Project bids will be opened and tabulated by City staff according to the normal bid opening schedule.
- 3.3 The City will recommend award at the following Commission meeting.
- 3.4 The City will prepare contracts and send out the Notice to Proceed following the awarding of the contract at the City Commission meeting.
- 3.5 The Consultant will conduct a preconstruction meeting prior to the beginning of construction to include the City's Project Coordinator.

# Required Documents

## 1. Project Development Phase

The following table lists the documents required for a project to be placed on the City Commission agenda, as well as which entity is responsible for the creation of each document:

<u>Document</u>	<u>Consultant Responsibility</u>	<u>City Responsibility</u>
Cover ID (Includes completion date)	X	
PWPEC Report		X
Engineer’s Report (Must be signed by the City Engineer)	X	
Location & Comprising	X	
Assessment Map (Formatted for The Forum – 2” & 4”)	X	
Assessment Map (8.5”x11”)	X	
Notice to Property Owner (With Consultant letterhead & City logo)	X	(City to mail)
Bid Sheet (Submitted to City by Consultant, created by The City)	X	X
Developer’s Agreement (If applicable)		X

## 2. Plan Development Phase

The following describes how to compile creation of PDF Plans & Specs:

A bookmarked PDF file [XX-XX-XX Plans&Specs](#) has been created to serve as the template for the City of Fargo’s PDF Plans & Specs. This will be the bidding document the City uploads to Quest for contractors to download. The template contains the standard documents (Traffic Control Devices Daily Checklist, Request for Final Inspection, Bidder’s Bond, etc.) that are used for most of our projects. The bidding documents that are unique to each individual project must be converted to PDF format and then inserted and bookmarked into the **XX-XX-XX\_Plan&Specs** template, which can be found on the City of Fargo’s FTP Site.

### 2.1 PDF File Set-Up

2.1.1 Open the **XX-XX-XX\_Plan&Specs** PDF.

2.1.2 Save and rename the **XX-XX-XX\_Plan&Specs** PDF to a sensible location, where XX-XX-XX is replaced with the project number. Alternatively, you can copy and paste the file and then properly rename it.

## 2.2 **Spec Book Contents Order & PDF Instructions**

Spec Book page order as well as instructions for creating the 8.5"x11" PDFs:

### 2.2.1 **Cover Sheet**

The Seal Statement text box & signature lines must be added to this document. Copy & Paste the text boxes from the [Seal Statement Text Box](#) document and update them accordingly.

### 2.2.2 **Addendum & Acknowledgement**

If an addendum is completed prior to the job going out for bid, include a PDF version in the Spec Book. A Seal Statement text box & signature line must be added to this document. Copy & Paste the text boxes from the **Seal Statement Text Box** document and update them accordingly.

### 2.2.3 **Bids Wanted**

### 2.2.4 **Location and Comprising**

### 2.2.5 **Engineer's Report**

A Seal Statement text box & signature line must be added to this document. Copy & Paste the text boxes from the **Seal Statement Text Box** document and update them accordingly.

### 2.2.6 **Special Instructions to Bidders**

11"x17" SIB's are to be inserted into Section 210 of the Plans & Specs. SIBs **ARE NOT TO BE** included in the Spec Book **UNLESS** the plan set contains 3 sheets or less.

### 2.2.7 **Special Details**

On occasion, special details are added to the Spec Book. Check with the COF Project Coordinator.

### 2.2.8 **Traffic Control Devices Daily Checklist**

This document is part of the XX-XX-XX\_Plans&Specs template PDF.

### 2.2.9 **Notice of Water Shut Off (If Applicable)**

This document is part of the XX-XX-XX\_Plans&Specs template PDF.

### 2.2.10 **Request For Final Inspection**

This document is part of the XX-XX-XX\_Plans&Specs template PDF.

### 2.2.11 **Assessment Map**

Open the project's XX-XX-XX\_AB drawing and plot the Assessment Map as an 8.5"x11" PDF.

### 2.2.12 **Contractor's Order**

This document is part of the XX-XX-XX\_Plans&Specs template PDF.

### 2.2.13 **Request to Sublet Work**

This document is part of the XX-XX-XX\_Plans&Specs template PDF.

### 2.2.14 **Proposal (1 of 3)**

This document is part of the XX-XX-XX\_Plans&Specs template PDF.

#### 2.2.15 **Bid Sheet**

Once all project quantities and materials have been finalized, contact the City of Fargo Project Coordinator and request a PDF Bid Sheet. City of Fargo staff will create the PDF Bid Sheet and email it to you.

#### 2.2.16 **Proposal (2 of 3)**

This document is part of the XX-XX-XX\_Plans&Specs template PDF.

#### 2.2.17 **Proposal (3 of 3)**

This document is part of the XX-XX-XX\_Plans&Specs template PDF.

#### 2.2.18 **Bidder's Bond**

This document is part of the XX-XX-XX\_Plans&Specs template PDF.

#### 2.2.19 **Individual Acknowledgement**

This document is part of the XX-XX-XX\_Plans&Specs template PDF.

#### 2.2.20 **Plans**

If the Plan Set contains three (3) sheets or less (not including the SIBs), insert the folded 11"x17" sheets at the end of the Spec Book (See [Section 3.2](#) below) for guidance in plotting plan sheets to PDF format).

### **3. PDF Creation of Plan Sheets**

3.1 The 11"x17" Plan Sheets: ND Administrative Code dictates that an original plan set with each sheet signed must be kept for all projects that are bid. It further states that copies distributed to contractors, vendors, other engineers, etc. must not bear a copy of the seal and signature of the engineer, but rather display the following message in its place:

3.1.1 Document was originally issued and sealed by <NAME OF ENGINEER> Registration Number <REG. NO. OF ENGINEER> on <DATE OF SIGNING> and the original document is stored in the Engineering Dept. at City Hall.

3.2 PDF plan sheets are to be created using the DWG to PDF printer/plotter. The **COF** plot style is to be used for all sheets except those in Section 60 (Paving). Section 60 sheets require the **COF\_Paving** plot style. These plot styles can be found in the [COF CAD Standards](#) folder on the City's FTP site.

3.3 All plan sheets and spec pages are to be properly bookmarked within the PDF file according to the City's [Standard Plan Sheet Section Numbers](#).

## APPENDIX A

### Project-Specific Documents/Information/Examples

[Requirements for Engineering Services](#)

[Bid Item Description, Item No., Units](#)

Project Description Names

[Section Numbers for Bid Items](#) (ie. Sanitary, Paving, etc.)

[Standard Plan Sheet Section Numbers](#)

#### Example Plans

[New Development-Underground Utilities](#)

[New Development-Paving & Street Lighting](#)

[Reconstruction/Rehabilitation](#)

Concrete Paving



## APPENDIX B

### Example Documents

[ID Cover - Paving](#) (Project or Improvement District? It is an Improvement District if there are special assessment costs.)

[ID Cover - Utilities](#) (Project or Improvement District? It is an Improvement District if there are special assessment costs.)

[Location and Comprising](#)

[Engineer's Report](#) (to be signed by the City Engineer)

[Assessment Maps](#) (book and newspaper)

[Notice to Property Owner](#) (Consultant letterhead, sent by City)

[Plan Special Instructions to Bidders](#) (8 ½ x 11)

[Master Special Instructions to Bidders](#) (11x17) – The City's Project Coordinator will supply the consultant with the most current Master SIB.

[Addendum and Acknowledgement](#) (If Applicable-to be signed by the City Engineer)

[ND Dept. of Health Letter – Blank](#)

[ND Dept. of Health Letter – Sample](#)

## APPENDIX C

### Project PDFs and Web Link to Forms

[Project Closeout Checklist](#)

[Traffic Control Devices Daily Check List](#)

[Request for Final Inspection](#)

[Contractor's Order](#)

[Request to Sublet Work](#)

[Notice of Water Shut Off](#)

[Proposal 1](#)

[Proposal 2](#)

[Proposal 3](#)

[Bidders Bond 1](#)

[Bidders Bond 2](#)