



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

**City of Fargo Engineering Department
Revised October 2021**

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Plan Development, and Bidding of
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Process Overview

1. Project Development

- 1.1 A Project Manager 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 Manager.
- 1.2 The City utilizes Bluebeam Revu for its plan and spec review sessions. The City's Project Manager will assist the Consultant in the coordination of the following meetings or reviews, as needed:
 - A. **Pre-Design Meeting**
 - B. **Prelim Review/Meeting**
Used for preliminary design review, often only plan & profile sheets.
 - C. **Full Review/Meeting**
Full Reviews typically include all plan sheets, SIBs, and, for Improvement Districts, the Location & Comprising and Assessment Map documents.
 - D. **Final Review/Meeting**
The Final Review is typically the final routing of plans for signature.
- 1.3 All City Commission agenda documents must be turned in one week prior to Thursday agenda deadline (10 days prior to actual Commission meeting date).
- 1.4 See <https://fargond.gov/city-government/departments/city-commission/agendas-minutes> for City Commission schedule of meetings.

2. Plan Development

- 2.1 The City will send out any Property Owner Memo and advertise the project in The Forum following project creation.
- 2.2 At the City's discretion, the Consultant will either create the project's bid item estimate using the City's project administration application or submit an Excel file of bid items and quantities to the City's Project Manager. City staff will create the Bid Sheet.
- 2.3 Plans must be submitted to the City prior to the time of first advertising. This shall include wet stamped Plans & Specs and an electronically stamped set of PDF Plans & Specs.
- 2.4 Upon completion of the Plans & Specifications the City will lock the bid items and create a PDF of the Bid Sheet to be included in the plans (see Section 2.1.15 in the Required Documents section). **Upon the locking of the bid items, no changes may be made to the Bid Sheet without an addendum.**
- 2.5 The City will upload the completed PDF to Quest CDN for bidding.
- 2.6 For sanitary sewer and/or water main projects, City staff will mail three (3) copies of the original wet stamped Plans (11"x17"), three (3) copies of the original wet stamped Spec Book (8 ½" x 11" - bound), and, if applicable, three (3) copies of the original wet stamped addendums to the ND Department of Health.

3. Bidding & Contract Award

- 3.1 The Consultant shall develop and submit a list of all questions & answers asked during the bidding phase. City staff will upload this list to the Project Q & A section of Quest CDN.
- 3.2 The Consultant shall provide all necessary addendums to address project changes. Addendums shall be signed and uploaded to Quest CDN by City staff.
- 3.3 Project bids will be opened and tabulated by City staff according to the normal bid opening schedule.

- 3.4 The City will recommend award at the following Commission meeting.
- 3.5 The City will prepare contracts and send out the Notice to Proceed following the awarding of the contract at the City Commission meeting.
- 3.6 If the Consultant is responsible for construction administration, the Consultant will conduct a preconstruction meeting prior to the beginning of construction. The preconstruction meeting shall include the City's Project Manager.

Required Documents

1. Project Development

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 (Signed by City Engineering staff)		X
Location & Comprising		X
Assessment Map (Formatted for The Forum – 2” or 4”)		X
Assessment Map (8.5”x11”)		X
Notice to Property Owner		X
Engineer’s Estimate	X	X
Bid Sheet		X
Developer’s Agreement (If applicable)		X

2. Plan Development

The following describes the compilation 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 in the **XX-XX-XX_Plans&Specs** template. Please refer to Appendix A to access the XX-XX-XX_Plans&Specs PDF.

2.1 Spec Book Contents Order & PDF Instructions

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

2.1.1 Cover Sheet

The City’s Project Manager will provide the consultant with a Spec Book Cover Sheet for stamping and signing and City staff will create the PDF version of the Cover Sheet.

2.1.2 **Addendum & Acknowledgement**

If an addendum is needed, the Consultant will create the addendum for stamping and signature (addendums are to be stamped and signed by City staff). City staff will create the PDF version of the addendum. Please refer to Appendix A to access the Addendum & Acknowledgement template.

2.1.3 **Bids Wanted**

City staff will create the Bids Wanted documents.

2.1.4 **Location and Comprising**

City staff will create the Location and Comprising documents.

2.1.5 **Engineer's Report**

City staff will create the Engineer's Report documents.

2.1.6 **Special Instructions to Bidders**

11"x17" SIB's are to be created by the Consultant (both wet stamped and PDF versions) and inserted into Section 210 of the Plans & Specs. SIBs **ARE NOT TO BE** included in the Spec Book **UNLESS** the plan set contains three (3) sheets or less. The City's Project Manager will supply the consultant with the most current Master SIB.

2.1.7 **Special Details**

On occasion, special details are added to the Spec Book. Check with the City's Project Manager.

2.1.8 **Traffic Control Devices Daily Checklist**

This is a standard form that can be found in the XX-XX-XX_Plans&Specs template PDF.

2.1.9 **Notice of Water Shut Off (If Applicable)**

This is a standard form that can be found in the XX-XX-XX_Plans&Specs template PDF.

2.1.10 **Request For Final Inspection**

This is a standard form that can be found in the XX-XX-XX_Plans&Specs template PDF.

2.1.11 **Assessment Map**

City staff will create the Assessment Map documents.

2.1.12 **Contractor's Order**

This is a standard form that can be found in the XX-XX-XX_Plans&Specs template PDF.

2.1.13 **Request to Sublet Work**

This is a standard form that can be found in the XX-XX-XX_Plans&Specs template PDF.

2.1.14 **Proposal (1 of 3)**

This is a standard form that can be found in the XX-XX-XX_Plans&Specs template PDF.

2.1.15 **Bid Sheet**

City staff will create the Bid Sheet documents.

2.1.16 **Proposal (2 of 3)**

This is a standard form that can be found in the XX-XX-XX_Plans&Specs template PDF.

2.1.17 **Proposal (3 of 3)**

This is a standard form that can be found in the XX-XX-XX_Plans&Specs template PDF.

2.1.18 **Bidder's Bond**

This is a standard form that can be found in the XX-XX-XX_Plans&Specs template PDF.

2.1.19 **Individual Acknowledgement**

This is a standard form that can be found in the XX-XX-XX_Plans&Specs template PDF.

2.1.20 **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 All stamped and signed 11"x17" plan sheets shall contain the following message in place of the Engineer's stamp and signature:

This 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 Standards for plotting plan sheets to PDF:

3.2.1 PDF plan sheets are to be created using the Autodesk **DWG to PDF** printer/plotter.

3.2.2 The **COF** plot style is to be used for all plan sheets except those in Section 60 (Paving) and Section 140 (Street Lighting). Section 60 & Section 140 sheets require the **COF_Paving** plot style.

3.2.3 For plan review sessions, please use the **COF_UtilityColor** plot style for all Section 55 (Utilities) sheets.

3.2.4 Please refer to Appendix A to access the COF plot styles.

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. Please refer to Appendix A to access the Standard Plan Sheet Section Numbers document.

APPENDIX A

Project Documents, Information, & Examples

The following documents and files can be found at the City of Fargo Engineering Resource Center (ERC)

Engineering Resource Center (ERC) Full URL:

<https://fileshare.fargond.gov/index.php/s/iGDocYnqStFxeB4?path=%2F>

Bid Item Description, Item No., Units

ERC > Project Admin > **Date*_BidItems.xlsx*

Project Names

ERC > Project Admin > *ProjectNames_ *Date*.pdf*

Standard Plan Sheet Section Numbers

ERC > Drafting & Plan Production > CAD Standards & Support > Support Files > *COF_PlanSections.pdf*

Example Plan Sets & ETransmit Packages

ERC > Drafting & Plan Production > Sample Plan Sets

Notice to Property Owner

ERC > Project Admin > *PO MemoExample.doc*

Master Special Instructions to Bidders (11x17)

The City's Project Manager will supply the consultant with the most current Master SIB.

Addendum and Acknowledgement (If Applicable, to be signed by City staff)

ERC > Project Admin > *AddendumExample.doc* & *AddendumTemplate.doc*

XX-XX-XX_Plans&Specs PDF

ERC > Drafting & Plan Production > CAD Standards & Support > Support Files

Civil 3D Template & Support Files (Includes Plot Styles)

ERC > Drafting & Plan Production > CAD Standards & Support

Other plan development files such as Section Drawings, Aerial Imagery, Gate Valve Ties, Surface Data, etc. can be found in their corresponding folders on the ERC landing page.

Please contact the City's Project Manager for the AutoCAD drawings of our existing underground utility networks.