



# **Public Works 101** **Construction Contract Management**

## **Agenda**

- **Introduction** **1**
- **Types of Contracts** **3**
- **Types of Solicitations** **3**
  - Invitation to Bid (ITB) 4
  - Request for Proposals (RFP) 4
  - Request for Qualifications (RFQ) 5
- **Architectural and Engineering Services** **6**
  - Selecting a Designer 7
  - The Designer's Role 11
  - Negotiating the Contract Amount 12
  - Important Contract Terms 16
  - Professional Liability Insurance 18
- **Bidding** **19**
  - Is Maintenance a Public Work? 19
  - Review of Specifications 24
  - Advertisement 27
  - Distribution of Bidding Documents 27
  - Addenda 28
  - Bid Receipt 30
  - Bid Opening 31
  - Bid Guaranty 31
  - Bid Responsiveness 35
  - Bid Pricing 44
  - Small Works Roster 45

# Public Works 101

## Construction Contract Management

• <b><u>Award</u></b>	<b>48</b>
○ Bidder Responsibility	48
▪ Mandatory	52
▪ Subcontractor	54
▪ Supplemental	56
○ Bid Price Errors	69
○ Additives and Alternates	70
○ Bid Protests	71
○ Emergency Public Works	71
• <b><u>Contract Execution</u></b>	<b>72</b>
○ Payment and Performance Bonds	73
○ Insurance	78
○ Retainage	82
○ Signed Contract	85
○ Notice to Proceed	85
○ Contract Documents	
• <b><u>Construction</u></b>	<b>88</b>
○ Principals of Contract Interpretation	88
○ Pay Estimates	89
○ Change Orders	90
○ Claims	101
○ Damages and Incentives	102
○ Contractor Performance Evaluation	102
• <b><u>Close-out</u></b>	<b>103</b>
○ Completion Dates	103
○ Notification to State Agencies and Public	104
○ Filing, Renewing, and Releasing Claims	105
○ Pre-Claim Notices	108
○ Foreclosure and Payment	112
○ When to Release Retainage	115
○ Issues and Drafting Problems with SHB 1555	118
○ Preventing Payment Disputes	120
• <b><u>Relevant Laws</u></b>	<b>122</b>