CHAPTER I – OVERVIEW

Article B – Instructions to Campus

General
In an effort to achieve simplicity, this model Request for Proposal (RFP) has been set up to reflect a one-stage process. This process should suffice with every project except possibly a large, complex specialty or technical building. It is the responsibility of the campus RFP author to think through all the aspects of the RFP and the ramifications they have on the project, both in regard to timing and language.

Capital Planning, Design and Construction staff stands ready to help as advisors at all times. Contact your campus facility planner at the Chancellor’s Office for any assistance needed.

The model RFP contains different types of documents.
1. Standard: those documents that are recommended by the Chancellor’s Office, and are a standard inclusion in any RFP.
2. Amendable: also a standard part of the RFP, but can be changed by the campus.
4. Example: a sample provided to illustrate different solutions to the campus.

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It is suggested that the final RFP have color-coded sections. This will help to locate different items for reference, as well as give a better appearance to the manual.

Advertisement
The advertisement must be included in the RFP.

Project Schedule
The sample tentative schedule in Chapter II, Article B, Section 21.02, shows typical time sequences for various milestone dates. The campus must work out the proper schedule for the project. Work both ways from the Board of Trustees meeting dates.

Proposal Requirements
The proposal submitted by the proposer will contain two parts: the cost proposal and the technical proposal. The cost proposal itself must be on the cost proposal form issued to the proposer by the campus and
samples of which can be found in the forms section. The cost proposal will be reviewed and resealed at the first opening. All other parts of the cost proposal package will be retained by the construction administrator for further evaluation. The technical proposal must contain all of the information needed by the evaluation committee to consider a proposal, as outlined in the program requirements.

**General and Special Conditions**
The Design/Build General Conditions portion (Chapter II, Article C, Part 1) is intended to serve as a “boilerplate”, in that it has been reviewed by General Counsel and is intended to protect the Trustees with solid code compliant standards. All statements in the General Conditions are items that pertain to every situation. Should you have a statement that is unique to a particular project, it can be included in the Special Conditions. The Special Conditions section of the model (Chapter II, Article C, Part 2) could be called the “guideline” section; it may or may not apply to your specific project. The campus authors must read over each item and edit it to suit their project. The Contract General Conditions can be modified using a Supplementary General Conditions.

**Forms**
The cost proposal form and the technical proposal summary statement must be customized for each project by the campus author. Prior to printing, the cost proposal form shall have “sample” overlaid.

**Maps**
The campus should include all maps that will explain the project to the proposers. The project location map must be of such detail that will suffice to tie the project to the campus boundary survey. It is best to use a project-specific site survey.

**Geotechnical Report**
It is important to include a site-specific geotechnical report which provides design recommendations. This will assure the site is buildable, and provide information for bidding without every proposer bringing their own geotechnical consultant to the site to drill holes.

**Uniform Table of Contents**
The campus is to use the uniform Table of Contents to set up the body of the RFP.

End of Chapter I, Article B, Instructions to Campus