

Negotiated Contract Procedures
(Revised 12/04/02)
(Building Department)



THE ARCHDIOCESE OF SAN FRANCISCO

BUILDING DEPARTMENT

ONE PETER YORKE WAY, SAN FRANCISCO, CA 94109-6602 (415) 614-5560 FAX (415) 614-5565

NEGOTIATED CONTRACT PROCEDURES

Parishes, institutions and entities of the Archdiocese have the choice of two options when requesting bids for general contractor services: the competitive bid process and the negotiated bid process. In either case, the following procedures must be adhered to, and any deviation requires prior written approval from the Archdiocesan Building Committee:

1. All requests for a negotiated contract must be made at the inception of the project and, prior to any Architectural design contracts. Pastor, High School Administrator, Rector, or Director shall sign an agreement with the Archdiocesan Building Department as to the contract method, with assistance from the Building Department, if necessary.
2. A special committee composed of three parishioners, pastor, and three Archdiocesan Building Committee members will hold interviews. Architects shall have input but no voting rights.
3. The selection of the bidding contractors shall be through an interview process after which there will be a selection of at least three general contractors to bid competitive fee, labor rates, schedule, general conditions, pre-construction services and bonding capacity. The bids from these pre-selected general contractors must be delivered sealed to the pastoral center Archdiocesan building dept for opening. After opening bids the archdiocesan building department and design team will qualify bids and determine who the low bidding contractor is. At this point without exception, the low bidding contractor will be awarded the job.

4. Projects estimated at \$1,000,000 or more may require a part-time Project Manager, projects estimated at \$3,000,000 or more may require a full time Project Manager. This will be evaluated on a case by case basis by the Building Committee. Scope of services for Project Manager will be identified by the Archdiocesan Building Department and will be competitively bid. The Project Manager shall be selected by the Archdiocesan Building Department. All fees for Project Management will be made a part of the project cost and paid for by parishes, institutions or entities of the Archdiocese.
5. Architect shall be required to complete a full set of Design & Construction Documents. This is also required for a competitive bid. Design Build Documents are not acceptable unless approved by the Archdiocesan Building Department prior to the architect's contract execution.
6. General Contractors who contract with The Archdiocese should use contract provided by the Archdiocese for a Guaranteed Maximum Price with a separate contract for pre-construction services.
7. The General Contractor shall provide three estimates during the Design process at completion of:
 1. Schematics
 2. Design Development
 3. Construction Documents prior to biddingAll estimates will be approved by the Archdiocesan Building Department. The Archdiocesan Building Department can audit or fully estimate the project at any time and the parish shall pay the expenses for this.
8. A complete set of bid documents and specifications shall be presented to the Archdiocesan Building Department for approval at least three weeks before the project is put out to bid, no exceptions.
9. The General Contractor or Parish must submit a sub-contractor invitation list to the Archdiocesan Building Department Representative for approval two weeks prior to bid invitations and three weeks from bid walk through. Invitations shall be sent out one-week prior to walk through.
10. All work by subcontractor trades must be competitively bid.

11. Sub-contractors will have at least two weeks from initial walk through to submit their bids.
12. General Contractors shall coordinate with the Archdiocesan Building Department Representative to schedule a formal sub-contractor's walk through. Bids will be rejected from contractors who do not attend a formal subcontractor walk through. The Archdiocesan Building Department shall approve the invitation letter from the General Contractor to the subcontractors.
13. The Pastoral Center Building Department (One Peter Yorke Way, S. F. CA 94109) will be the only depository for all sub-contractors bids to be submitted, No Exceptions.
14. Sub-contractor sealed bids should be sent or delivered to the Pastoral Center located at One Peter Yorke Way SFCA 94109, Attn: Building Department. Faxed bids will be allowed only with permission of the Archdiocese Building Committee and faxed directly to the Building Department.
15. Subcontractor bids delivered by the General Contractor will be rejected.
16. The Building Committee also expects that the lowest bidding contractor will be awarded the contract. Where special circumstances exist, the Building Committee must be informed.
17. The General Contractor will be required to submit copies of all back up and supporting documentation for each progress payments request to the Archdiocesan Building Department and the Project Manager.
18. All change orders and progress payments are to be approved by Project Manager, Architect and the Archdiocesan Building Department Representative.
19. Weekly construction meetings between Contractor, Architect, Project Manager and Archdiocesan Building Department Representative will be required.