**Bid Documents**

**Project Manual (CSI)**

**Contract Provisions (WSDOT & local agency)**

- Bidding Information and Forms
  - Call for Bids
  - Advertisement for Bids
  - Information for Bidders
  - Proposal
  - Bid Schedule(s)
  - Signature Page
  - Certification as to Corporate Principal
  - Bid Bond (Security)
  - Non-Collusion Affidavit/Declaration
  - Disqualified Business Enterprise Utilization Certification
  - Project (WSDOT)
  - Responsible Bidder Determination Form
  - Proposed Equipment and Labor Schedule
  - Subcontractor List
  - Required Contract Provisions, Federal Aid Construction Contracts, with WSDOT agreement (FHWA 122)
  - Certification for Federal Aid Contracts (FTA funding only)

- Contract Forms
  - Agreement(s)
  - Bond(s) (may be combined)
  - Performance
  - Payment
  - Guaranty (3-Year)
  - Insurance Forms
  - Easew Forms

- Amendments to the Standard Specifications or Supplemental General Requirements
  - Or, preferably combine these with your Special Provisions

- Client’s and/or Funding Agency’s Supplemental or Special Provisions
  - Introduction
  - Supplements Standard Specifications
  - Explain labels for different components (see below)

- Bids
  - WSDOT GSPs
  - WSDOT GSPs required if FHWA funding
  - APWA local agency GSPs
  - Owner’s GSPs
  - Project Special Provisions

- Notes:
  - WSDOT Headquarters HLP
  - Plant pre-approved
  - Split sourcing
  - Division 1 Special Provisions other than WSDOT/AHWA GSPs

- Appendices
  - Wage Rates
  - State Rates
  - Benefit Code Key
  - Davis-Bacon Rates
  - Standard Plans & Details / Standard Drawings
  - Traffic Control Plans
  - Permits (with construction conditions e.g.):
    - A01/04 Permits
    - NPDES
  - Blank Forms that Contractor will have to fill out
  - Utility Franchise Agreements
  - Notes:
    - All appendices should be cited and incorporated by reference into the Contract Documents

- Not Part of “Contract Documents”
  - Geotechnical Report, including boring logs (if you do not include in Appendices to Contract Provisions, add disclaimer, and include entire report, not only boring logs)
  - Roof Blasting Report
  - Existing Landscape Inventory Log
  - Cross-sections, with earthwork calculations
  - Contractor submitted shop drawings and other information
  - Record Drawings

**Contract Documents (WSDOT, CSI)**

**Addendum**
- Changes before Bid Opening Date to:
  - Any part of Bid Documents
  - Bid Opening Date

**Contract Modifications**
- Architect’s Supplemental Instructions
- Construction Change Directives
- Field Directive
- Change Order
- Stop Work Order

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**Legend**

- **Bold**: typical order of precedence in case of dispute
- **Italic**: optional, depending on agency requirements, Project Manager’s judgment, specific project needs
- **Underlined**: required if federal FHWA funding (for other federal funding see requirements of the specific agency (FTA, etc.)

**WSDOT**
- Washington Department of Transportation

**CSI**
- Construction Specifications Institute

*Part of Contract Documents only if so cited, and add to Order of Precedence

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**What makes up Contract Documents?**

February 2007

KBA CONSTRUCTION MANAGEMENT