

Cohesive Construction Bid Document Packages

The Cohesive Construction Bid Package is a process to develop consistent construction bid packages using an approach normally applied to the preparation of requests for proposals. A typical bid package consists of General Provisions, Special Conditions, Statement of Work, Safety Requirements, Quality Requirements, and Specifications. Normally, each bid package section is drafted by the expert in that area and the sections are assembled and issued for bidding. With this new process the entire bid package is planned by a team of section experts. Individual sections are drafted by these experts and "story boarded," that is, posted on a conference room wall. All the writers and other concerned personnel review and comment on the entire package. Reviewers are asked to especially look for inconsistencies and ambiguities. A facilitator reviews the comments and resolves conflicts. A secretary incorporates the comments into the document's appropriate section, and these revisions are posted as they are revised. This iterative process normally lasts one week, and at the end, the bid package reads as if it there is only one author. This process has resulted in a significantly improved bid package for new projects, and is now the site standard for bid package preparation.

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