

FACILITIES CONSTRUCTION
COMPETITIVE SEALED PROPOSALS

CVB
REGULATION

COMPETITIVE SEALED
PROPOSAL PROCESS

Competitive Sealed Proposals is a procurement method by which a governmental entity requests proposals, ranks the offerors, negotiates as prescribed, and then contracts with a general contractor for the construction, rehabilitation, alteration, or repair of a facility.

Procedures:

- Step 1. Delegate Authority
- Step 2. Adopt Competitive Sealed Proposals as Method of Delivery
- Step 3. Hire an Engineer or Architect
- Step 4. Prepare Selection Criteria and Relative Weights for Hiring Contractor
- Step 5. Prepare Request for Competitive Sealed Proposals

The district must prepare a request for competitive sealed proposals that includes construction documents, selection criteria and the weighted value for each criterion, estimated budget, project scope, estimated project completion date, and other information that a contractor may require to respond to the request.

- Step 6. Set a Prevailing Wage Rate
- Step 7. Give Notice of Worker's Compensation Coverage
- Step 8. Require Payment and Performance Bonds
- Step 9. Publish Request for Competitive Sealed Proposals
- Step 10. Open Proposals

The district must receive, publicly open, and read aloud the names of the offerors, and any monetary proposals made by the offerors.

- Step 11. Evaluate and Rank Proposals

Within 45 days after the date of opening the proposals, the district must evaluate and rank each proposal submitted by applying the published selection criteria.

- Step 12. Select a Contractor

The district must select the offeror that submits the proposal that offers the best value for the governmental entity based on: (1) the selection criteria in the request for proposal and the weighted value for those criteria in the request for proposal; and (2) its ranking evaluation.

Step 13. Negotiate with the Selected Offeror

The district shall first attempt to negotiate a contract with the selected offeror. The district and its architect or engineer may discuss with the selected offeror options for a scope or time modification and any price change associated with the modification.

If the district is unable to negotiate a satisfactory contract with the selected offeror, the district shall, formally and in writing, end negotiations with that offeror and proceed to the next offeror in the order of the selection ranking until a contract is reached or all proposals are rejected.

Step 14. Make the Selection Public