

PROCUREMENT RESPONSIBILITIES CHECKLIST FOR CM AGENCY PROJECTS OWNER, A/E, & AGENCY REPRESENTATIVES

- Prepare Advertisement to be placed in newspapers (send to CO for review & comments)
- Help organize the LOIs/SOQ Submittals with the CO, get ready for distribution on morning after date of receipt
- Distribute LOIs/SOQ Submittals to Committee Members
- Participate in Shortlist Meeting as an Advisor
- Write RFP (send to CO for review)
- Prepare recommended Shortlist Memo to CFO for approval (send to FP&C Director first)
- Prepare Congratulations & Regrets Letters (send to CO for review & distribution)
- Organize Drawings, Specs, & RFP with A/E, T&N Printing, & Resource Center for distribution to Shortlisted Firms
- Send T&N & Resource Center Shortlisted Firms contact person & mailing address for firms
- Prepare Agenda for Prebid / Proposal Conference (send to CO for review)
- Host the Prebid / Proposal Conference & Site Tour (include A/E)
- Prepare, with A/E, any Amendments (send to CO for review)
- Organize Technical Proposals with CO on the morning after date of receipt
- Distribute Technical Proposals to Committee Members
- Prepare & distribute Score Sheet
- Work with CO to randomly select order of firms for Interview Schedule
- Prepare letter to schedule Interviews with the order of Interviews & Agenda
- Participate in Selection Presentation Meetings / Interviews
- Prepare Selection Recommendation Memo to CFO (hand carry to FP&C Director for review)
- Prepare Congratulation & Regrets Letters (send to CO for review & distribution)
- Prepare HECO-8 & 17 Forms (necessary before Award by CO)
- Issue Award Letter to successful firm or Intent to Award if there must be a delay in award
- Committee Chair will field all requests from unsuccessful Contractors for debriefing
- Prepare Preconstruction Conference Agenda (coordinate with CAM)
- Schedule Preconstruction Conference
- Host Preconstruction Conference

Abbreviations:

A/E Architects / Engineers
CAM Construction Administration Manager
CFO Chief Facilities Officer (Don Sundgren)
CO Contracting Office
HECO Higher Education Capital Outlay
LOI Letters of Interest
SOQ Statements of Qualifications

Red indicates actions by FP&C Contracting Office

Blue indicates actions by FP&C Project Personnel

Black indicates actions by CM Agency Representative