

# Announcement to Prequalified Proposers

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## Cover Sheet and Instructions

APPROVED DOCUMENT – This document is approved by the Office of the President and Office of the General Counsel for use by the Facility and is available on computer diskette.

<b>PURPOSE OF DOCUMENT:</b>	Advertises to the Prequalified Proposers the date and time for Proposals; pre-proposal conference, etc.		
<b>CROSS-REFERENCE TO FACILITIES MANUAL:</b>	None		
<b>CONTENTS:</b>	Advertisement to Prequalified Proposers		
<b>FOR USE WITH:</b>	Design Build Agreement		
<b>COMPLETED BY:</b>	√	Filling in	√ Adding Text
<b>ITS USE IS:</b>	√	Required	Optional

**NOTE:** To use the electronic file of this document, you must go to the “Tools” pull down menu in Microsoft Word, select “Options,” select the “View” tab, and then put a check in the box “Hidden text.” Most instructions and alternate language is displayed in hidden text. Do not print the hidden text for the final document.

### Completion Instructions:

1. Notes, suggested text, instructions and other information is formatted using the following methods:
  - Hidden text within brackets. Read the material within the brackets and take the appropriate action (usually inserting text or selecting from a choice of texts.) When printing this document, the default print property will not print the hidden text.
  - Coded instruction within brackets. **{This is an example of the format.}** The instructions and shading will disappear when the required information is typed.
  - Suggested text is shaded in gray without brackets (see Modifications and Additions below.)

### Modifications and Additions:

1. Alternate provisions for separate pre-proposal conference and project site visits are included. Facility should select appropriate provisions.
2. Areas shaded in gray, without brackets, represent suggested text that may be modified by the Facility to meet the needs of the Project. **This is an example of the format.** Ensure that any modified or added text is consistent with the Contract Documents.

3. Areas not highlighted in gray, without brackets, shall not be altered without approval of the Office of the President.

**Comments:**

1. **Advertisement.** The “Announcement to Prequalified Bidders” is also advertised in newspapers of general circulation and trade papers.

Project Name: { }

Project Number: { }

## ANNOUNCEMENT TO PREQUALIFIED PROPOSERS

Subject to conditions prescribed by the University of California, {FACILITY NAME}, sealed proposals for a design build contract are invited from prequalified proposers for the following work:

{PROJECT NAME}

Project Number: {PROJECT NUMBER}

### Description of Work

{USE THE SAME DESCRIPTION AS IN THE ADVERTISEMENT FOR DESIGN BUILDER PREQUALIFICATION}.

### Procedures

Proposal documents will be available at {TIME}, {DATE}, and will be issued only at:

{OFFICE}

UNIVERSITY OF CALIFORNIA, {FACILITY NAME}

{ADDRESS}

{CITY}, {STATE} {ZIP CODE}

{TELEPHONE NUMBER}

Checks for deposit will be required in the amount of \${AMOUNT} per set of proposal documents. Checks are to be made payable to "The Regents of the University of California."

The following design builders have been prequalified to submit proposals on this project:

{LIST CONTRACTORS}

Proposals will be received only at:

{OFFICE}

UNIVERSITY OF CALIFORNIA, {FACILITY NAME}

{ADDRESS AND ROOM NUMBER}

{CITY}, {STATE} {ZIP CODE}

{TELEPHONE NUMBER}

Proposals must be received on or before: {TIME & DATE}.

Proposals will be opened at: {TIME & DATE} at:

{OFFICE}

UNIVERSITY OF CALIFORNIA, {FACILITY NAME}

{ADDRESS AND ROOM NUMBER}

{CITY}, {STATE} {ZIP CODE}

**Mandatory Pre-Proposal Conference.** A mandatory pre-proposal conference will be conducted on {DAY}, {DATE} , beginning promptly at {TIME} . *Only proposers who participate in the pre-proposal conference, in its entirety, will be allowed to propose on the project.* Participants must arrive at or before {TIME} . Persons arriving later than {TIME} will not be allowed to submit proposals as design builder on the project. Participants shall meet at {BUILDING NAME, ROOM NUMBER (IF APPLICABLE), ADDRESS} . For further information, contact the University's Representative, {UNIVERSITY'S REPRESENTATIVE'S NAME} at {TELEPHONE NUMBER} .

{FACILITY OPTION: IF THE PRE-PROPOSAL CONFERENCE AND PROJECT SITE VISIT ARE CONDUCTED SEPARATELY, ADD THE FOLLOWING PARAGRAPH:}

**Mandatory Pre-Proposal Project Site Visit.** A mandatory pre-proposal project site visit will be conducted on {DAY}, {DATE} , beginning promptly at {TIME} . *Only proposers who participate in the pre-proposal project site visit, in its entirety, will be allowed to propose on the project.* Participants must arrive at or before {TIME} . Persons arriving later than {TIME} will not be allowed to submit proposals as design builder on the project. Participants shall meet at {BUILDING NAME, ROOM NUMBER (IF APPLICABLE), ADDRESS} .

{FACILITY OPTION: THE FOLLOWING PARAGRAPH MAY BE INCLUDED:}

**Mandatory Pre-Proposal Clarification Meeting.** A mandatory pre-proposal clarification meeting will be conducted on {DAY}, {DATE} , beginning promptly at {TIME} . *Only those proposers who participate in the pre-proposal clarification meeting, in its entirety, will be allowed to propose on the project.* Participants must arrive at or before {TIME} . Persons arriving later than {TIME} will not be allowed to participate in the clarification meeting. Participants shall meet at {BUILDING NAME, ROOM NUMBER (IF APPLICABLE), ADDRESS} . Proposers shall come prepared with questions concerning needed clarifications and shall only send their project manager, design professional, or other professional intended to work on the project to attend this meeting. For further information, contact the University's Representative, {UNIVERSITY'S REPRESENTATIVE'S NAME} , at {TELEPHONE NUMBER} .

Proposal Security in the amount of 10% of the Lump Sum Base Proposal, excluding alternates, shall accompany each bid. The surety issuing the Bid Bond shall be, on the bid deadline, an admitted surety insurer (as defined in the California Code of Civil Procedure Section 995.120)

All insurance policies required to be obtained by Design Builder shall be subject to approval by University for form and substance. All such policies shall be issued by a company rated by Best as A- or better with a financial classification of VIII or better, or have equivalent rating by Standard and Poor's or Moody's.

The successful proposer and its subcontractors will be required to follow the nondiscrimination requirements set forth in the proposal documents and to pay prevailing wage rates at the location of the work.

The successful proposer will be required to have the following California contractor's license at the time of the proposal opening:

{LICENSE CLASSIFICATION, LICENSE CODE}

{Optional: Per section 1.5 of the RFP, If Facility elects to state a "Target Contract Amount" in addition to the Maximum Acceptance, then INSERT the following line before stating the Maximum Acceptance Cost:}

Target Contract Amount: \${AMOUNT}

Maximum Acceptance Cost: \${AMOUNT}

Project Name: { }

Project Number: { }

THE REGENTS OF THE UNIVERSITY OF CALIFORNIA  
University of California, {FACILITY NAME}  
{DATE}