**IX Construction Documents**

1. In-house review – see list in Design Development
2. Customer signoff
3. Procurement matrix & bid coordination **Rob**

**What Is It?**

* The procurement matrix is a form that is used to identify key dates and project information (form 1). The matrix then uses this information to auto populate information into the project manual (form 2). The matrix also fills in the list-serve notice (form 3), pre-bid meeting minutes (form 3), addendums 1, 2 and 3 (form 2).
* Bid coordination includes the those portions of the planning and design effort that need to be identified to potential bidders. Items include the project bid and completion schedule, project scope and coordination with the building users and other on-going projects with the building.

**Who Is Involved?**

* Initially the project planner and project manager make a request to procurement. This request goes to Paula Reyes for a buyer to assist with the bid. (e-mail request, form 3)
* Final construction drawing (form 4) and specifications (form 5) are provided by the project designer. The documents are coordinated with the purchasing Request for proposal. The specification table of contents is a continuation of the Request for Proposal table (form 6). The designer’s technical specifications goes immediately behind the Request for Proposal within the purchasing RFP.
* The form of proposal is edited to capture the Lump Sum or Unit Pricing required for the project including any required alternates.

**How/ Process**

**Checklist**

**Timeline Considerations**

**Forms**

* Form 1 - <http://purchasing.wayne.edu/forms.php>
* Form 2 - . FPM\_Shapero\_Hall\_Lecture\_Room\_Upgrade\_2013\_R2
* Form 3 - 066-227885 5435 Woodward - Masonry Facade Stabilization
* Form 4 - W:\FPM Design Const Services\Building Projects\050\_Shapero\_Hall\050-239638\_Lecture Room\_100\_Upgrade\3.0\_Project\_Dwgs\_Specs\Issued\_Progress\_Dwgs\1.0\_WSU\_Bid\_Docs
* Form 5 - W:\FPM Design Const Services\Building Projects\050\_Shapero\_Hall\050-239638\_Lecture Room\_100\_Upgrade\3.0\_Project\_Dwgs\_Specs\Issued\_Progress\_Dwgs\1.0\_WSU\_Bid\_Docs
* Form 6 - 

**Filing**

* Follow D&CS filing protocol.