

Attachment 2

UNC System Web Site Advertisements Submission Information

Solicitations for designers, construction bids, solicitations for CM at Risk firms, prequalifying, and bidding from prequalified firms are to be posted on the UNC system web site as part of our effort to ensure the broadest range possible of participation in our projects. In addition, public meeting notices in compliance with General Statute 133-3 are to be posted in this forum. Advertisements placed on the UNC site are passed to the State's Interactive Purchasing System (IPS) to be posted there as well, with no additional action required by users at the institution/affiliate. The IPS system has a mechanism to issue nightly e-mail notifications to registered vendors who identify the categories of interest to them; an option that is not available under the UNC web site.

The vendor community is expecting ALL of our work (appropriate to current procedures and dollar limits) to be advertised on the UNC site. Placement of advertisements should allow sufficient lead-time for response and participation in any pre-bid conferences. Each institution is responsible for ensuring compliance with minimum advertising time frames specified in the State Construction manual and the "Minority Business Participation Guidelines and Forms." By statute (G.S 143-129), projects of \$500,000 or more must be publicly advertised with a minimum of 7 calendar days elapsing from the date the ad appears to the closing date for receipt of bids. While this meets the legal requirement, it is clearly insufficient time for bidders to adequately prepare bids for most large projects where they must first obtain plans, identify and obtain pricing from subcontractors, perform and document good faith efforts to obtain minority participation, and finally, submit a competitive bid. Similarly, 7 days is insufficient for CM at Risk firms to prepare proposal responses, firms to respond to prequalifying packages, or prequalified bidders to prepare bid responses including soliciting minority participants.

Both the UNC and the State of North Carolina "Minority Business Participation Guidelines and Forms" require that the State HUB Office be notified of these competitive bidding opportunities **21 days prior to bid opening**. The State web site has been the mechanism that provides this advance notification, via daily review by HUB Office staff. As project schedules are established, please ensure that sufficient time is allowed for all advertisements to meet this requirement, whether for construction bidding, prequalifying construction firms, bidding from prequalified firms, or CM at Risk solicitations. Submitted advertisements that do not meet required time frames will not be posted as submitted, but will be revised to comply.

Note that solicitations for design or construction can only be released for authorized projects. Appropriate legislative or State Budget Office authority must be in hand before posting ads. Finally, don't forget that the outcome of the designer selection process must be posted including the selected designer, amount of the contract, and the first and second runners-up.

All types of postings are made using the UNC web site at <http://www.northcarolina.edu/info/vendors/opportunities.htm>. You must be logged into the

site in order to submit entries to be posted to the web. Under “Quick Links” click on “Sign in,” select the appropriate institution, and enter the ID and password used for routine campus computer access at your institution under “Option #1 – UNC Community.” Once logged in, select the appropriate category for the advertisement to be placed and click “Submit a new project” to obtain a blank form. Please remember that when the IPS system generates e-mail notifications regarding bid opportunities, it lists only the project title so it is important that projects with multiple phases or bid packages under CM at Risk reflect unique titles so that prospective bidders can recognize individual solicitations that may otherwise appear to be duplicates of previous issues.

- 1. To solicit the services of designers,** enter information in the fields shown under the category for designer solicitations. When you have completed the entries and are satisfied they are correct, click on “submit” and the request will appear for approval at UNC-General Administration and then be posted.

All of the submission categories function in this same way. Note that “Tab” should be used to move from one field to another. Any time “Return” is pressed, entered data will be lost and a blank screen returned. Also, solicitation closing/bid opening dates must not be on weekends or holidays, including federal holidays when the U.S. mail is not delivered. The State’s IPS system will not permit posting of advertisements with these dates. Finally, to ensure sufficient competition, it is often helpful to review existing solicitations to ensure that an advertisement is not submitted with the same opening date as other large projects already being advertised in your area.

- 2. To bid construction projects,** enter information in the fields shown under the category for construction bid solicitations. Please clearly indicate if the pre-bid conference is mandatory. This is important in how the advertisement appears when it is handed-off to the State IPS system, as that site has a separate field for mandatory site visits.
- 3. To prequalify construction firms,** enter information in the fields shown under construction prequalifying solicitations. While prequalifying is required for subcontractors under the CM at Risk construction method, it may be used for any project.
- 4. To bid packages involving prequalified construction firms,** enter information under bid package solicitations from prequalified firms. You may list the number, title, and package information in the appropriate field without having to do a separate advertisement for each package, provided the opening date/time for the group is the same. Advertisements may NOT list different opening dates or times within the same ad. E-mail notifications out of the State’s IPS system show the project title and opening date and so would provide misleading information if multiple dates/times were included in a single ad. The ad submission system will not transmit information that you may enter with column headings or line returns, but wraps whatever information is entered in paragraph format, which can become difficult to read absent appropriate punctuation. In order to improve readability of the posted advertisement, please use appropriate punctuation between information on different packages. Subcontractor participation can sometimes be stimulated by including the list of prequalified firms or a web site that lists them so that the subs know who they may contact.

5. **To solicit the services of a CM at Risk firm**, enter information under Construction Manager at Risk Solicitations. Like prequalifying of construction firms, you will save yourself a number of inquiries if you can include information such as a web site that displays the submission package or other details of what you expect to see submitted in response to this solicitation.
6. **To advertise a public meeting in compliance with GS 133-3**, enter information under Public Meeting Notices under GS 133-3. Similar to the bid packages for prequalified firms, the field to list items being considered is a large text field which wraps all information entered so that you have the flexibility to list numerous items, but appropriate punctuation makes it more readable. It is feasible to include a number of items and projects in a single meeting without posting separate notices for each under consideration. However, the space available for project name is limited. Current rules require that the specific items being considered be listed (such as Simplex fire alarms, LCN closers, etc.), not just the project for which brand name alternates are being considered.
7. **To post the outcome of a designer selection** after executing a contract, enter information in the fields shown under approved design contracts. Since there is usually a time lapse between the actual selection of a designer by your Trustees and the contract's processing, perhaps a good way to remember to post designer selection outcomes is to routinely enter the design contract information in CAPSTAT and post it at this site while you're at it. If design contract negotiations are protracted, CAPSTAT entries should be made identifying the designer selected and selection date prior to posting the outcome on the web site.

Open-ended selections may be posted by indicating in the title that entries are in "no order" and then listing the selected firms. If more firms are being contracted than space allows, simply list the additional firms on another form.

Advertisements are archived reasonably promptly (usually within in one or two working days) after their closing/opening dates. If you have an unsuccessful bid opening and need to readvertise or if you know before the opening date that you want an extension, the ad can be edited in lieu of submitting a new entry by notifying Miriam Tripp via e-mail at mdtripp@northcarolina.edu before the ad is archived. The State's IPS system automatically deletes postings as of their opening date so any rebid or extension that is made in the UNC web site has to be re-posted at that site. This is done for you based on your request in the UNC web posting.

While you cannot retrieve and edit ads once you have submitted them, they can be edited at UNC-General Administration IF NECESSARY. Again, e-mail Miriam Tripp to identify the advertisement and the needed corrections. Because the only mechanism to make corrections to the State's IPS site is to issue addendums, edits are more problematic once a posting has been made there. Please make every effort to ensure that advertisement information is complete and accurate before your initial submission.

Finally, if you wish to print a copy of your advertisement either as you have submitted it for posting or as it appears in its final copy, clicking on the printer icon on the UNC system web site will provide a “printer-friendly” version for your printing.