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**AURORA PUBLIC SCHOOLS**  
**Adopted November 2007**  
**Revised August 2016**

**APS Code: FEG**

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**CONSTRUCTION CONTRACTS BIDDING AND AWARDS**

The Board of Education recognizes the necessity of continuous capital improvement programs to provide for the needs of the district. Because of the wide range in type and size of projects, the contracting approach selected shall be most appropriate for each specific project.

The district shall retain competent, qualified, experienced, financially sound contractors to perform the capital improvement construction work.

LEGAL REFS:           C.R.S. 24-18-201  
                          C.R.S. 24-91-101 *et seq.*

CROSS REFS:         FEGB, Contractor's Affidavits and Guarantees  
                          DJB, Purchasing Guidelines

## **CONSTRUCTION CONTRACTS BIDDING AND AWARDS**

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An appropriate construction approach will be selected for each improvement project after funding has been approved and during the planning stage for the project.

#### **Construction Approaches**

The construction approaches considered may include:

1. Traditional design/bid/construct approach utilizing a prequalified list of contractors;
2. Traditional design/bid/construct approach utilizing an open bid process;
3. Construction manager/general contractor (construction manager at risk);
4. Construction manager (agency construction manager);
5. Design build team; and
6. Cost of the work plus a fee.

#### **Qualification/Selection Process**

The method of qualifying and selecting contractors will vary for specific projects depending on the construction approach. Following are factors that will be considered in the qualification/selection process:

1. History of firm's performance and management capabilities;
2. Geographic location of firm's office;
3. Length of time firm has been in business;
4. Length of time has worked in Denver metro area;
5. Qualifications and experience of staff;
6. Type, complexity and value of projects completed by firm;
7. Reputation of performance with owners, architects/engineers and the local construction industry;
8. Experience in work with the district and other school districts;
9. Financial strength and responsibility as reflected in financial statements, working capital and timely disbursements of payments;
10. Bonding ability and bond company; and
11. Responses from references.

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### **Contract Document Sections**

The district will develop and maintain the following standard contract document sections for construction contracts:

1. Invitation to bid
2. Insurance requirements
3. Proposal form
4. Bid bond form
5. Performance and labor and material bond form
6. Construction agreement
7. General conditions of the contract
8. Certification debarment and lobbying
9. Hazardous materials notifications and forms

### **Approval of Contracts and Expenditures**

Contracts that exceed \$750,000 shall only be awarded with prior approval by the Board of Education or pursuant to Board approved project programs. Refer to Policy DJB, Purchasing Guidelines, for additional information on contract award and approval.

Contract awards and expenditures for capital construction projects shall be processed as follows:

1. Contracts or expenditures of \$25,000 or less may be awarded by the director, construction management and support in collaboration with the chief operating officer.
2. Contracts or expenditures in excess of \$25,000 may be awarded by the chief operating officer. Payments may be approved by the director of construction management and support or designee.