

Description	N/A	✓	Notes
1. Instruct consultants to attend pre-bid meeting/site tour as required.			
2. Consultants' response to questions from bidders:			
.1 May be received directly from relevant subtrades, <i>or</i>			
.2 May be forwarded from architect;			
.3 Record all answers to facilitate preparing addenda in a timely manner.			
3. Conform to specified substitutions policy:			
.1 (Recommended practice is to require all proposed substitutions to be submitted for review prior to bid closing, then included in addenda if approved.)			
4. Prepare addenda:			
.1 Consultants to forward to architect minimum 48 hours before last date stated in instructions to bidders to allow architect time to prepare/issue addenda. <i>(If mechanical/electrical bids specified for submission through a bid depository, submission date will be 2 or 3 days earlier than general contractor bid closing.)</i>			
5. After bid opening, instruct consultants to:			
.1 Assist in evaluation of subtrade/unit/alternate prices <i>as required</i> ;			
.2 Assist in preparation of separate contracts <i>as required</i> ;			
.3 Participate in negotiations <i>as required</i> .			