

Collin College - Continuing Education

COURSE SYLLABUS

COURSE INFORMATION

Course Number: CONS 7895

Course Title: The Bidding Process and General Conditions

Course Description: Managing the Bidding Process. Initiating and/or Responding to a Request For Proposal (RFP) or Invitation To Bid (ITB) as an Owner, General Contractor, Subcontractor, Material Supplier or Vendor. Controlling distribution of bid documents. Instructions to Bidders, Plans, Specifications, Revisions, Addenda. Identify project specific General Conditions and their associated costs based on quantity and project duration. Receive, analyze and qualify bid responses and compile estimate. Assemble final proposal response as directed in the Instructions to Bidder.

Suggested Course Prerequisite(s): Blueprint Reading & CSI Master Format and relevant experience in commercial construction or commercial real estate development.

Course Resources: (Recommended, optional)
Construction Project Management: A Complete Introduction, 2nd Edition
by Allison Dykstra, Kirshner Books, 9780982703434

Student Learning Outcomes:

- 1: Learn to manage the entire bid process as a General Contractor
- 2: Gain a general understanding of the entire bid process from the perspective of each individual stakeholder. i.e. Owner, General Contractor, Subcontractor, Material Supplier, Vendor.

Certification Notes: This is a certificate series.

Next course recommendation: Contract Documents & Requirements

Refund Policy: Please refer to www.collin.edu/ce/inforegistrar.html for our refund policy. No refunds after the start time of the first class.

Americans with Disabilities Act: Collin College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal opportunity. It is the student's responsibility to contact the ACCESS office, SCC-D140 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current *Collin Student Handbook* for additional information.

Course Sessions: Listed are guidelines to indicate all topics that will be covered during your course. Do not plan your personal calendar based on these sessions. Your instructor will give you a calendar for your class that will indicate specific topics, assignments, and days.

Lesson Plan – by week or session:

Method of Evaluation: Unless otherwise stated, course completion is evaluated on the basis of attendance. Students must be in attendance 90% of each course in a certificate series for successful completion and to earn a certificate as specified.