



## BID ALTERNATES

Bid Alternates are for specific work or materials of a construction project that are not included in the base bid price. Campus Project Managers are encouraged to instruct Architect/Engineer (A/E) to incorporate alternates into bid documents when possible. If Campus Project Manager decides to take any bid alternate(s), they are incorporated into the initial contract for the construction work.

### Bid Alternate General Guidelines:

- Discussed in schematic design phase to create a preliminary list that is finalized in construction document phase prior to bidding
- Recommended that the cumulative cost of all alternates is roughly 5-10% of the construction budget
- Clearly defined and articulated in bid documents that request pricing separate from the base bid
- NOT intended to modify the scope that is identified in project appropriation funding, if applicable
- NOT to be confused with unit prices that are incorporated by change order that are typically used for unforeseen conditions
- Are either deducted or added to the base bid, based on the project delivery method noted below

### Deduct Alternates

- are used for **Design/Bid/Build project delivery**
- Intended to be used to address fluctuating market conditions to allow the construction budget to be met (and contract to be awarded)
- NOT a tool for price shopping or identifying cost for future work
- NOT intended to be used as means for A/E's construction cost estimate to meet the construction budget
- Carefully prioritized and taken in order as identified in the bidding documents
- Deducted from the base bid to determine lowest responsible bidder if used and not recommended to add them back into the contract by change order as this may be perceived as an inappropriate method to select the lowest bidder

### Add Alternates

- are used for **Construction Manager at Risk delivery**
- Additional work that may be awarded to the subcontractor(s) if the total cost of the bids are within or under the construction budget
- Do NOT deduct costs because Guaranteed Maximum Price is established prior to bidding
- Intended to be funded from Construction Manager's contingency

If you have any questions, please contact [System Office Program Managers](#).