



## Unity Construct User Guide

# Bid Advertisement Instructions

Revision History			
Rev #	Reason	Date	Revised By
0	Initial Release	4/30/2025	Bill Copeland

## Guide Overview |

Unity Construct’s Bidding Module enables online bidding and bid opening, offering several key benefits:

- **Broader bid coverage:** Reach more contractors and drive more competitive pricing.
- **Streamlined document exchange:** Upload, distribute, track addenda, plans, and RFIs in real time.
- **Cost savings:** Eliminate travel and shipping expenses by centralizing everything online.
- **Improved transparency:** Audit trails and status dashboards give you instant insight into who’s viewed, downloaded, and submitted bids.

While Unity Construct includes electronic bidding functionality, project advertisements are managed through the FPD website. Contractors will access bid information directly from the FPD site and, depending on the project type, will be routed to either our bid portal or the contractor’s portal (as with MCA projects).

To keep both systems synchronized, an integration between Unity Construct and the FPD website runs hourly.

*\*For any **Request for Qualifications**, please contact Vickie Moore to update the construction bids advertisement website. It will appear on the bottom of the website.*

### Advertisement Lifecycle Overview

You’ll use a combination of **Project Detail** information and the **Bidding Module** in Unity Construct to complete each task.

**Advertisement Lifecycle Matrix**

Project Delivery Method	Projects In Design	Current Advertisements	Recently Opened	Remove From WebSite
DBB	Project Details	Create Bid Package	Bid Open Date Passed	90 Days from Bid Opening
Prequalified Healthcare	Project Details	Create Bid Package	Bid Open Date Passed	90 Days from Bid Opening
MCA Projects	Project Details	N/A	N/A	N/A
CMR	N/A	Create Bid Package	N/A	N/A

**Note:** *MCA projects will be automatically removed from the Projects in Design table on the bid advertisement website once the **Est. Bid Opening Date** on the Project Details page has passed.*

The following are the high-level steps to move a project through the advertisement lifecycle. This overview outlines the key actions required at each stage:

- **Projects in Design:**  
Complete the required fields on the Project Details page. Once the Est. Advertisement Date is set and the Project Status is “Design,” the project will appear under “Projects in Design” on the FPD website.
- **Current Advertisements:**  
Create a *Bid Package*. When the *Bid Open Date* is reached, the advertisement will automatically move to the “Current Advertisements” table and be removed from the “Projects in Design tables.”
- **Recently Opened:**  
After the *Bid Open Date* in the Bid Package has passed, the project will move to the “Recently Opened” section. It will remain listed there for 90 days.
- **Remove from Website:**  
Projects listed under “Recently Opened” will automatically be removed from the website 90 days from the Bid Open Date.

# 1. Projects in Design (DBB, Prequalified Healthcare and MCA)

Displaying a project on the **FPD Website** is a simple process—only a few key data fields on the **Project Details** page need to be completed and updated.

## Helpful Reminder:

While working in Unity Construct, you’ll see a warning/instructional message directly above the **Est. Advertisement Date** field on the **Project Details** page. This message outlines the key fields required to list your project under **Projects in Design** on the FPD website. Be sure to review this section to ensure all necessary information is entered before advertising your project.

## BID ADVERTISEMENT INSTRUCTIONS:

If an Estimated Advertisement Date is entered below and the Project Status is set to “Design,” the project will be posted to the Web Advertisement Page. Based on the Project Delivery Method, it will appear in the appropriate Projects in Design table, using the Project Description entered above.

## Projects in Design Instructions

To list your Project in Design on the FPD website, navigate to your project, click **Edit**, and update the required fields:

### Project Menu

- > **Details**
- Planning
- Forms
- > Issues
- Processes
- > Documents
- Schedule
- > Cost
- Contacts
- Calendar

Project Name	Sample Test Project Columbia
e-Builder Project Administrator	Gerardo , Daniel
<b>Project Status</b>	Design
(view map) Address	
Country	
Start Date	11.03.2023
Target Date	11.03.2023
<b>Description</b>	Will be used for testing projects to exclude data from reporting and integrations
Project Webcam	
Last Modified By	Copeland, Bill
Date Last Modified	04.10.2025
Web Links	<a href="#">FPD Documents Website</a>

Set Project Status to Design.

Update Description as needed.

Custom Fields (164)	Notes (0)	Documents (0)	Forms (0)	Processes (0)	Settings
PROJECT INFORMATION: *****PROJECT INFORMATION*****					
Project Number:	C9999999				
Project Justification:					
Phase:					
Project Status Update:	We are on schedule Over budget, But we will get it done! Notes				
Project Status Update Date:					
<b>Project Delivery Method:</b>	Construction Manager at Risk				
Project Classification:					
Classification Sub-Type:					
BID ADVERTISEMENT INSTRUCTIONS: *****If an Estimated Advertisement Date is entered below and the Project Status is set to D posted to the Web Advertisement Page. Based on the Project Delivery Method, it will appi Projects in Design table, using the Project Description entered above*****					
<b>Est. Advertisement:</b>	09.25.2024				
<b>Est. Bid Opening:</b>	04.02.2025				
Est. Construction Contract Award:	02.28.2025				

Select appropriate Project Delivery Method.

Enter the Estimated Advertisement Date.

**MCA Projects Only** uses the Est. Bid Opening Date to remove from Projects in Design. Once the date is passed, the project will be removed.

The **Project Delivery Method** determines which table your project will appear in on the advertisement page. Additionally, for **MCA projects**, the **Est. Bid Opening Date** will trigger their removal from the advertisement page. Once all required fields are updated, the advertisement page will refresh during the next hourly integration cycle.

## 2. Current Advertisements (DBB, Prequalified Healthcare and CMR)

To transition your DBB or Prequalified Healthcare project into the **Current Advertisements** table or to post your **CMR** project, you must create a **Bid Package**. The Bid Package both updates the advertisement web page and manages your online bidding process.

This will move to Current Advertisements in the next integration cycle once the Bid Start Date/Time passes.

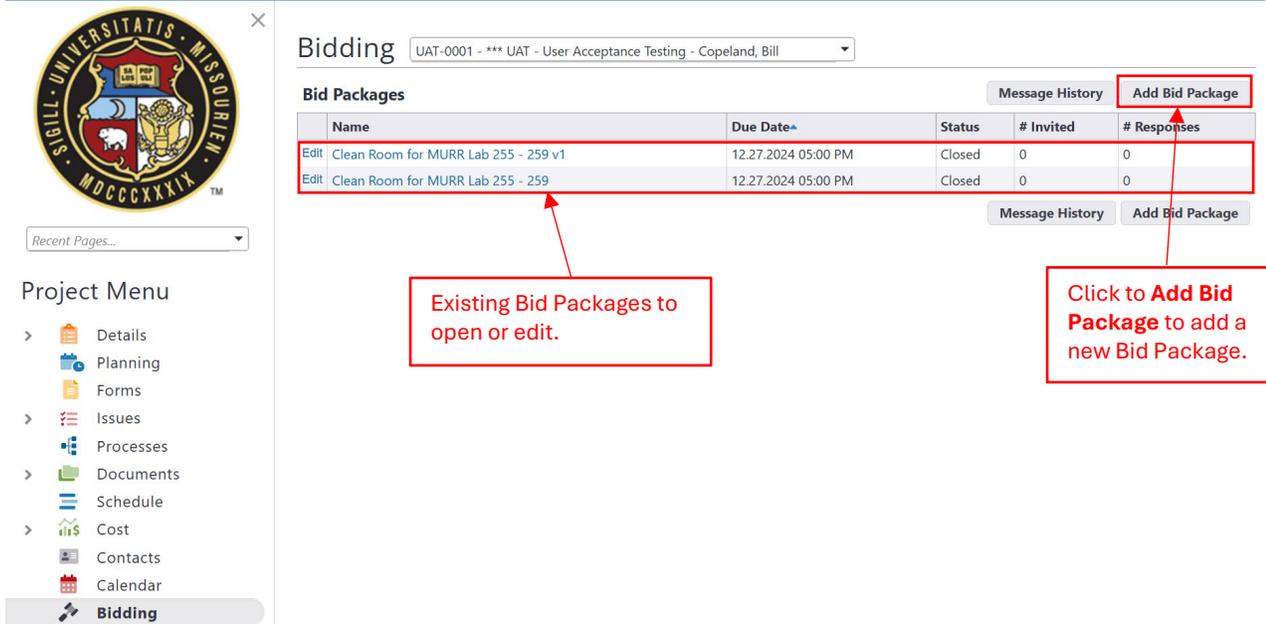
### How to create a Bid Package:

1. **Navigate** to your project in Unity Construct.
2. In the left-hand **Project Menu**, select **Bidding Module**.

### Project Menu

- >  Details
-  Planning
-  Forms
- >  Issues
-  Processes
- >  Documents
-  Schedule
- >  Cost
-  Contacts
-  Calendar
-  **Bidding**
- >  Submittals

3. Click **Add Bid Package** and complete the required fields (e.g., Package Name, Advertisement Dates, Bid Due Date, etc.) as outlined in step 4.



Bidding UAT-0001 - \*\*\* UAT - User Acceptance Testing - Copeland, Bill

Message History **Add Bid Package**

	Name	Due Date	Status	# Invited	# Responses
Edit	Clean Room for MURR Lab 255 - 259 v1	12.27.2024 05:00 PM	Closed	0	0
Edit	Clean Room for MURR Lab 255 - 259	12.27.2024 05:00 PM	Closed	0	0

Message History **Add Bid Package**

Recent Pages...

Project Menu

- >  Details
-  Planning
-  Forms
- >  Issues
-  Processes
- >  Documents
-  Schedule
- >  Cost
-  Contacts
-  Calendar
-  **Bidding**

4. After clicking **Add Bid Package**, you will need to complete the required fields.

Add Bid Package

**Bid Package**

Project: \*\*\* UAT - User Acceptance Testing

Project Number: UAT-0001

\* Bid Package Name: [Empty field]

Bid Package Description: [Rich text editor with toolbar]

Allow Public Bids:   Allow Adjustments

**Annotations:**

- Enter a **Bid Package Name** (e.g., "Project Name"). Avoid using special characters such &, \*, #, etc.
- Provide a short summary of the project scope or any special instructions for bidders. This section should highlight key details that bidders need to know before reviewing the full documentation. Refer to the sample in the appendix for formatting and content guidance.
- Check the box to **Allow Public Bids**: This option is typically used for most bid packages. Once the bid package is saved, a public hyperlink to the bid portal package will be automatically generated. You'll need to copy this link and paste it into the **Bid Package Description** field above to ensure it is visible and accessible on the public advertisement page.

**This will appear after your initial save:**

Public Bid Link: <https://gateway.app.e-builder.net/app/bidders/landing?accountid=99802330-84d7-4310-865c-f5796a3ed00c&projectid=1f093f79-f1ef-4859-a726-c00c303afc5c&bidpackageid=2ac5bab1-2aae-4129-b4e9-4be9146629ac>  
Copy to Clipboard

Adjustments: Allow

**You will need to click on Copy to Clipboard, then edit your bid package to copy this into the Bid Package**

**Package Invitation**

Pre-Bid Meeting Date/Time: [Calendar icon] 5 : 00 PM

Pre-Bid Meeting Location: [Empty field]

Required to Attend Pre-Bid Meeting:  Only applicable if pre-bid meeting details are provided above

\* Bidding Contact: Bill Copeland

\* Bid Start Date/Time: [Calendar icon] 5 : 00 PM

\* Bid Due Date/Time: [Calendar icon] 5 : 00 PM

\* Bid Time Zone: (UTC-06:00) Central Time (US & Canada)

Tentative Award Date: [Calendar icon]

Tentative Work Start Date: [Calendar icon]

Tentative Work Finish Date: [Calendar icon]

Allow Bids After Due Date:  [Calendar icon] 5 : 00 PM

Bid SqFt: [Empty field]

Bid Instructions Document: [Select file]

**Annotations:**

- Populate these fields if you plan to have a **Pre-Bid Meeting**. This can be a Zoom or Teams meeting.
- Bidding Contact has permissions to edit the Bid Package and will receive emails to Q&A.
- Set the **Bid Start Date/Time**: This is the date and time when the bid portal will open and allow bidders to begin viewing documents, asking questions, and preparing their submissions. Make sure this is aligned with your planned advertisement schedule to ensure timely access for all bidders.
- Set the **Bid Due Date/Time**: This is the official bid opening date and time. Bidders must submit their bids before this deadline—once it passes, the system will no longer accept submissions. Be sure to clearly communicate this cutoff to avoid any confusion or late submissions.

**These fields are optional. Complete as needed.**

## Response Form

Allow Electronic Bid Submission

\* Bid Documents Folder Documents \ 45 Bidding & Proposals \ 45.01 Bid Documents [\[Change folder\]](#)

**Response Documents**

Free-form File Upload  Allow bidders to optionally upload unspecified documents

Predefined File Upload

Available Custom File Fields Selected Custom File Fields

Bid Bond  
Bid Form-Signed  
Statement of Qualifications  
Supplier Diversity Documentation

\* Bid Response Supporting Documentation Folder Documents \ 45 Bidding & Proposals \ 45.02 Bid Responses [\[Change folder\]](#)

**Additional Info**

Bid Submission Custom Fields

Available Custom Fields Selected Custom Fields

Major Subcontractors  
SDVE Participation (%)

Bid Award to Commitment

**Bid Scope**

Bid Item Custom Field 1

Bid Item Custom Field 2

Bid Item Custom Field 3

This will be selected by default and is required to allow online bidding.

Please select both the **Bid Document** and **Bid Response** folders. After clicking **Select Folder**, navigate to **45 Bidding and Proposals** and choose the appropriate subfolder as outlined in this example provided.

**Note:** 45.01 Bid Documents is a public folder to allow bidders access to the bid documents.

You can require these documents to be uploaded before the bid can be submitted. Move the desired documents to the **Selected Custom Fields** on the right.

Leave the default as this isn't currently configured.

Please ignore - Bid Scope Custom Field are not used.

## Custom Fields

Project Delivery Method:

Estimated Construction Cost:

Public Bid Documents URL:

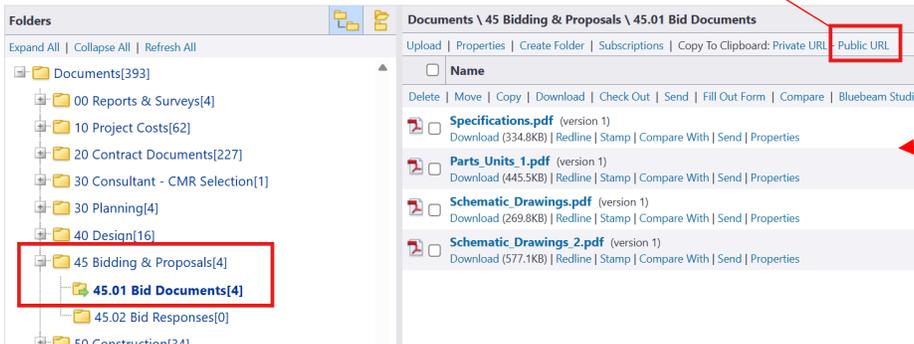
Bid Awarded To:

Bid Award Amount:

Date Contract Awarded:

Bid Results Folder URL:

Please select the appropriate **Project Delivery Method** and add the **Estimated Construction Cost**.



Navigate to the Document library, **45.01 Bid Documents**, and Copy the Public URL and Paste above in the **Public Bid Documents** data field.

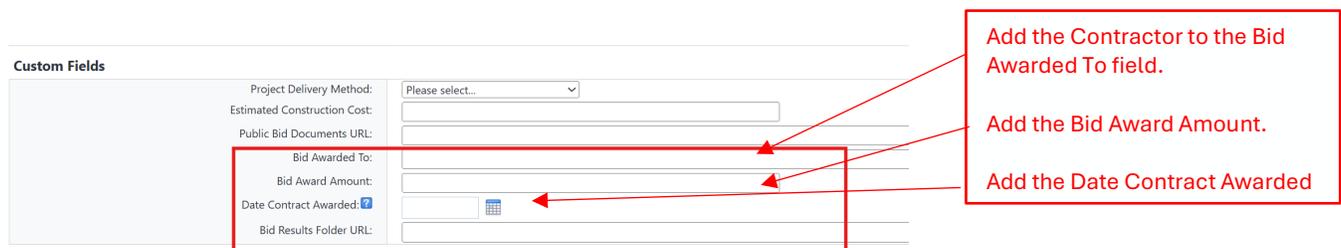
**Note:** Sections 3 and 4 below are primarily performed *after* the **Bid Opening Date** has passed.  
**Important:** Do not close your Bid Package until you have fully completed Section 3.

### 3. Recently Opened Bids (DBB and Prequalified Healthcare)

Your project listed under the **Current Advertisement** will automatically move to the **Recently Opened Bids** section once the **Bid Open Date** (from the Bid Package) has passed. To ensure accurate and complete information is shown on the **Bid Advertisement** page, you must update the following **custom fields** within the Bid Package. These fields populate key columns on the advertisement:

1. **Bid Awarded To**
2. **Bid Award Amount**
3. **Date Contract Awarded**
4. **Bid Results Folder URL** (Bid Tabulation link)

For Steps 1, 2 and 3 listed above, please navigate to your **Project > Bidding Module** and click on your **Bid Package**. Click **Edit** in the upper righthand corner and scroll down to the Custom Fields and update the following fields:



**Step 4**, final step, you will **need to create and post a Bid Tabulation document**, which will be pushed to the Advertisement website through hourly integrations. Use the following steps to export and update the Bid Tabulation document from the Bid Package.

#### Steps to Create and Post Bid Tab Document.

1. Navigate to your **Project > Bidding Module** and click on **Bid Package** to open it.
2. Click on the **Bid Tabulation** tab.
3. Click the **Export** button in the upper right corner and open the excel file from your downloads
4. Click on **Enable Editing** and format the excel file to your preference:

		Quantity/UoM	Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost
Project: Sample Test Project Columbia					ACDC Electric G Neuner neunermail@yahoo.com (573) 882-7556		Brick City Vickie Test User maebemoore@live.com	
Bid Open Date: 06.14.2024 11:31 AM								
Base Bid		1 LS	500,000.00		1,100,000.00		2,000,000.00	
Base Bid Cost Total								
Alternates								
10	Alternate #1 - Add Trailers	1 LS	150,000.00		30,000.00		530,000.00	
11	Alternate #2 - Install Traps	1 LS	10,000.00		12,000.00		250,000.00	
12	Alternate #3	1 LS	0.00	0.00	55,000.00		40.00	
13	Alternate #4	1 LS	0.00	0.00	62,000.00		30.00	
14	Alternate #5	1 LS	0.00	0.00	13,500.00		3.00	
15	Alternate #6	1 LS	0.00	0.00	28,600.00		2.00	
Alternates Cost Total								
Bid Summary								

Here is an example of the one above formatted:

	A	B	C	D
1				
2	Project:	Sample Test Project Columbia	ACDC Electric	Brick City
3	Bid Open Date:	06.14.2024 11:31 AM	G Neuner neunermail@yahoo.com (573) 882-7556	Vickie Test User maebemoore@live.com
4				
5		Description	Total Cost	Total Cost
6	<b>Base Bid</b>			
7	Base Bid	Base Bid - Mole Mgmt Building Extension	1,100,000.00	2,000,000.00
8	<b>Base Bid Cost Total</b>		<b>1,100,000.00</b>	<b>2,000,000.00</b>
9	<b>Alternates</b>			
10	1	Alternate #1 - Add Trailers	30,000.00	530,000.00
11	2	Alternate #2 - Install Traps	12,000.00	250,000.00
12	3	Alternate #3	55,000.00	40.00
13	4	Alternate #4	62,000.00	30.00
14	5	Alternate #5	13,500.00	3.00
15	6	Alternate #6	28,600.00	2.00
16	<b>Alternates Cost Total</b>		<b>201,100.00</b>	<b>780,075.00</b>
17				
18	<b>Bid Summary</b>			
19	<b>Base Bid Total</b>		<b>1,100,000.00</b>	<b>2,000,000.00</b>

5. Save the **Bid Tabulation** Document to the **Public Bid Folder** in your project:

Project Documents C999999 - Sample Test Project Columbia - Copeland, Bill 0 Files Checked Out

Documents \ 45 Bidding & Proposals \ 45.01 Bid Documents

Name	Date Uploaded	Uploaded By	Company
Bid Tabulation (1).xlsx (version 1)	04.25.25 02:50PM	Bill Copeland	University of Missouri System
Mole Mgmt. Bid Tabulation.xlsx (version 1)	06.14.24 11:36AM	Bill Copeland	University of Missouri System
Bidder steps for Mole Mgt project.docx (version 1)	06.14.24 09:38AM	Bill Copeland	University of Missouri System
Cap Plan.pdf (version 1)	11.02.23 04:05PM	Vickie Moore	University of Missouri System
A horse sized duck.docx (version 1)	10.10.23 02:04PM	Bid.Svc Account (Do Not Delete)	University of Missouri System

6. Click on the **Properties** of the Document you just save and copy the **Public File URL** link:

### File Properties

General History Permissions Versions Attached To

**General Properties** View Redline Download Delete Check Out Move Copy Save Cancel

\* Name: Bid Tabulation (1).xlsx (Version 1 of 1)

Description:

Type: .xlsx File

Location: Documents \ 45 Bidding & Proposals \ 45.01 Bid Documents \

Size: 10.6KB Download / 43.2KB View

Added By: Bill Copeland  
University of Missouri - System

Date Added: 04.25.25 02:50PM

Last Modified By: Bill Copeland  
University of Missouri - System

Date Modified: 04.25.25 02:50PM

Private File URL: <https://app.e-builder.net/da2/daLanding.aspx?QS=99d08681df4c408b9638751df4a1a7cf>  
Copy to Clipboard

Public File URL: <https://app.e-builder.net/public/publicLanding.aspx?QS=b3ed0d1ebc054869b8cdc73bb712e74d>  
Copy to Clipboard | Email

Latest Version  
<https://app.e-builder.net/public/publicLanding.aspx?QS=ea22fc42b08740d2a757ba93c80190d3>  
Copy to Clipboard | Email

View Redline Download Delete Check Out Move Copy Save Cancel

7. Open the related Bid **Package** and click **Edit**. Then paste the Public Link in the Custom Field **Bid Results Folder URL**:

The screenshot shows a 'Custom Fields' configuration form. The fields are as follows:

Field Name	Value
Project Delivery Method:	Design Bid Build
Estimated Construction Cost:	\$2,000,000
Public Bid Documents URL:	
Bid Awarded To:	
Bid Award Amount:	
Date Contract Awarded:	<input type="checkbox"/> <input type="checkbox"/>
Bid Results Folder URL:	https://app.e-builder.net/public/publicLanding.aspx?QS=b3ed0d1ebc054869b8cdc73bb712e74d

Buttons: Save, Cancel

#### 4. Remove from Website (DBB and Prequalified Healthcare)

This step is also automated — projects listed under “Recently Opened” will automatically be removed from the website 90 days after the **Bid Open Date**.