**FORM 1 – COVER LETTER / INVITATION TO BID**

Project Name: Autodesk School of Design

Project Code: PRJ001

Client (Appointing Party): Autodesk

Lead Appointed Party: Sunbelt General Contracting

Project Address: Autodesk Campus (TBC)

BIM Execution Plan Reference: PRJ001-CON-XX-XX-SP-Z-0002

CDE Platform: Autodesk Construction Cloud (ACC)

CDE Address: acc.autodesk.com

Date Issued: 01/01/2026

Bid Due Date & Time: 02/01/2026

Bid Submission Method: ☑ ACC Upload ☑ Email (PDF) ☐ Physical Delivery

**Trade Package: Commercial HVAC / Building Services (MEP)**

Dear Bidder,

You are invited to submit a bid for the Commercial HVAC Subcontract for the Autodesk School of Design project. This invitation is issued in accordance with the project BIM Execution Plan (BEP) aligned with ISO 19650-1 and ISO 19650-2.

All bid information, drawings, models, and correspondence shall be obtained exclusively from the project Common Data Environment (CDE). The successful bidder will be required to comply fully with the BEP, including information delivery, COBie data requirements, coordination procedures, and file naming conventions.

**Bid Instructions:**

* Submit pricing using FORM 4 – HVAC Bid Form.
* Identify all exclusions, assumptions, and BIM-related qualifications.
* Confirm capability to comply with COBie, IFC export, and ACC workflows.
* Submit questions via ACC no later than: 01/16/2026

Sincerely,

Isabelle S

**Sunbelt General Contracting**

Primary Contact Name: Isabelle S

Primary Contact Email: isabelles@gmail.com