

***CHAPTER 6 – EXAMINATION OF PROJECT SITE AND RESPONDING TO BIDDERS’ QUESTIONS.**

6-1 PROJECT SITE EXAMINATION

The PM will:

- Prepare the Project for examination by the Bidders.
- Assure that the Project site is plainly marked or that the Project site can be identified by prospective Bidders and other parties. *The centerline or other appropriate designation, beginning and end of Project, Material sources and other important features must be identified.*
- Provide appropriate access to the Project site, if the Project cannot be examined safely from the roadway.

6-2 RESPONDING TO BIDDERS’ QUESTIONS

According to 00120.15, the PM (or designee) is the Agency’s single point of contact during the solicitation (Advertisement) phase of the project. The PM is also the subject matter expert for constructability issues.

The PM’s name, address, phone number, and e-mail address will be printed on the Bid Booklet with the instruction to Bidders: “All requests for information must be in writing with reference to the Project name.”

The PM will do the following to fulfill the Agency’s obligations during the Advertisement phase of each Project:

- Review the Project Plans, Special Provisions, and relevant Project data to become familiar with specific Project requirements and situations.
- Track Bidder inquiries during the solicitation phase to ensure that technical information is appropriately shared with all Bidders through Addenda or Letters of Clarification posted on eBIDS (*Electronic Bidding Information Distribution System*).
- Involve the Project Designer, Professional of Record (POR), and/or the Agency’s Specification [Technical Resource](#) to resolve defects, conflicts, omissions, or discrepancies in the Bid Documents.

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- Request that ODOT Procurement Office (OPO) or the Office of Project Letting (OPL) post missing information on eBIDS, if the PM discovers a deficiency during Advertisement. *Reference documents found in eBIDS contain data used in or developed during the Project development stage, including subsurface or geologic reports.*

All questions from prospective Bidders are required to be submitted in writing and the PM will make the determination of how to respond listed below:

- Respond via email back to the individual Bidder if the question is insignificant. (i.e. Items that may be specification related and can be answered by the Contractor with simple guidance from the PM in a non-interpretive manner). If Bidders do contact the PM by telephone, the PM will determine the appropriate way to respond or request additional information in writing.
- Respond to all bidders, via Letter of Clarification posted on eBIDS, if the question is significant. (All Bidders need to be aware of clarification related to Bidding Documents.)
- Respond to all Bidders, via Addendum Letter posted on eBIDS, if the question is significant and requires the Bidding Documents to be changed.

If the response to a Bidder's question conflicts with the Bid Documents, the PM will alert OPO and an Addendum will be issued. The PM may not discuss possible or probable changes to the Project unless the changes have been formalized by issuance of an Addendum.

The PM must also follow the current dates and timing limitations for sending out an Addendum or a Letter of Clarification to notify all prospective Bidders about significant information as noted in the [PS&E Delivery Manual](#), Section 4.1 & 4.2. If a Bidder's question can be answered or easily clarified by simply pointing out the location of an item in the Bidding Documents, this would be considered an insignificant question that could be answered up until the day before the Bid. However, if a significant matter arises from a Bidder's inquiry that requires a major change in the Bidding Documents, or an Addendum can't be issued in time, the PM must consult with OPL, the Project Designer, Area Manager, and the Tech Center Manager about possible Project postponement.

6-3 POST BID OPENING COMMUNICATIONS

The solicitation phase ends when Bids are opened. After the Bid Opening, all communication with the apparent low Bidder will be through the OPO, until Notice to Proceed. Any questions or comments by the apparent low Bidder to the PM should be directed to OPO.

[Refer to [Chapter 8 – Award and Execution of Contract for information on project advertisement, bidding, awarding, and contract execution.](#)]