



CHAPTER 6

EXAMINATION OF PROJECT SITE AND RESPONDING TO BIDDERS' QUESTIONS

6-1 Project Site Examination

The RE 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 Standard Specification 00120.15, the RE (or designee) is the Agency's single point of contact during the solicitation (Advertisement) phase of the project. The RE is also the subject matter expert for constructability issues.

The RE's name, address, phone number, and email 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 RE 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.
- Request that ODOT Procurement Office (OPO) or the Project Controls Office (PCO) post missing information on eBIDS, ODOT's electronic bidding system, if the RE 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.
- Ensure that all communications with planholders are properly archived in an electronic format and storage location that is accessible by others within the Agency, so that the information may be retrieved if the need arises.

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

- Respond via email back to the individual Bidder for a question that is specification or Bidding Document related and can be answered by the Contractor with simple guidance from the RE in a non-interpretive manner). The RE will make every effort to provide a timely response, taking into account that some questions potentially require coordination with other resources (e.g., POR) that will require additional time. The RE has the opportunity to answer these types of questions up until the day before the bid date. If Bidders do contact the RE by telephone, the RE will determine the appropriate way to respond or request additional information in writing.
- Respond via Letter of Clarification posted on eBIDS, if the question is raised by one or more prospective bidders and the answer does not require changes to the Bidding Documents but the RE determines that the answer could present an unfair competitive advantage if it is not provided to all prospective bidders.
- Respond via Addendum Letter posted on eBIDS, if the question requires the Bidding Documents to be changed. The RE may not discuss possible or probable changes to the Project unless the changes have been formalized by issuance of an Addendum.
- If a matter arises from a Bidder's inquiry that requires a change in the Bidding Documents, or an Addendum cannot be issued in time, the RE must consult with PCO, the Project Designer, Area Manager, and the Tech Center Manager about possible Project postponement.

The RE must also follow the current dates and timing limitations for sending out an Addendum or a Letter of Clarification to notify prospective Bidders about information as noted in the Phase Gate Delivery Manual and the PDLT Operational Notice PD-07.

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 RE should be directed to OPO.

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

