2.38   MANDATORY PRE-BID CONFERENCES

If the Residency chooses, the Residency can require potential bidders to attend a CDOT information meeting while a project is under Advertisement. The primary reasons for requiring such a meeting should be focused on risk associated with CDOT, the Contractor, or a third party. There may be one large aspect which is difficult to understand or explain through the contract documents, or there may be multiple smaller aspects warranting pre-bid discussion.   Some examples of reasons would be items such as:

1. A particularly difficult to execute or understandable phasing plan.
2. A challenging work environment (work in the mountains, over a river, hazardous materials, etc.).
3. A new or unique bridge design. Perhaps with some new bridge type or specifications.
4. A new, long, or complicated specification.
5. A new or unique project delivery method such as Design Build and CMGC.

In the event the design team feels a mandatory Pre-bid Conference is warranted, the following are required:

1. Include in the specification package the appropriate Project Special Provision Worksheet titled Notice to Bidders or Notice to Bidders – Signature Project. Modify the specification, as stated in the instructions, to require a mandatory pre-bid meeting.
2. List who from the company should attend in the Notice to Bidders.
3. Have every individual attending the meeting sign in with their name (print and sign), the company they are employed by, and their title with the company.
4. The design team should have a presentation prepared and present to the potential bidders the specifics of the items warranting the meeting. The presentation should include a statement that questions asked during the meeting may be shared in the Form 1389 - Project Showing Question and Answer Details.
5. CDOT should have a person recording meeting minutes. The meeting minutes will become part of the project file. Questions from the contractors that are answered should be written down and included in the Form 1389 - Project Showing Question and Answer Details for the project.