**PROJECT SHOWINGS AND SIGNATURE PROJECTS**

This construction bulletin replaces section 102.5.2 of the *Construction Manual*. The new section 102.5.2 addresses the uniform dissemination of information given during project showings by posting answers to bidders’ questions on the CDOT web site. This bulletin also adds section 102.5.2.1 to address special considerations when showing Signature Projects. In coordination with the issuing of this bulletin the project special provision, *Notice to Bidders*, is being revised, and the *Project Development Manual* is being revised to address the designation of Signature Projects.

Please delete section 102.5.2 from your copy of the Construction Manual and replace it with the following:

**102.5.2 Project Showings**

It is the responsibility of each prospective bidder to carefully examine the site of the proposed work and to schedule an on-site project showing with the Project Engineer listed in the Notice to Bidders.

To ensure competitive bidding, the Project Engineer should provide all bidders with an equal opportunity to view the proposed construction site and should conduct each of the project showings in a similar manner. It is important to provide each prospective bidder with identical information. The same Project Engineer should conduct each of the project showings.

To provide equal information to all bidders, the Project Engineer shall share project showing information with all prospective bidders, the appropriate Program Engineer, the appropriate Resident Engineer, the appropriate Project Development Area Engineer, and the appropriate Estimator. This information shall contain all questions asked by the bidders during the showings and the responses given by the Project Engineer.

The Project Showing Form, form #1389, should be used to document the bidders’ questions and the responses from CDOT. As the bidders’ questions are answered they should be e-mailed to the CDOT representatives listed above, as well as the e-mail address [dot\_project\_showing@state.co.us](mailto:dot_project_showing@state.co.us). Updated e-mails should include all questions and answers, not just updates from the previous e-mail.

The final Project Showing Questions and Answers shall be kept as project documentation and be e-mailed no later than 12:00 noon the Monday before Bid Opening. No bidder questions will be answered by the Region after the final Project Showing Questions and Answers are e-mailed. Any major concerns brought up after this time could result in project deferral. The CDOT Award Officer will post the Project Showing Questions and Answers on the CDOT Project Advertisement web page, <http://www.coloradodot.info/business/bidding/future-bidding-opportunities>, to allow bidders to view the information.

Prior to each job showing the Project Engineer shall notify the bidder that the bidder's questions will be documented and made available to all bidders.When a question is asked by a bidder regarding an interpretation of a standard specification, whether it is from the *M&S Standard Plans*, *Standard Specifications for Road and Bridge Construction*, or a standard special provision, the response will be to bid the plans.

If the question requires an interpretation of the plans or project special provisions, the CDOT Project Engineer should answer the question or seek guidance from the appropriate sources and respond at a later date. If the Project Engineer’s immediate supervisor is unable to answer the question, the next information source would be the appropriate specialty group such as Staff Bridge, Staff Traffic, etc. If the specialty group is unable to answer the question, the Area Engineers should be consulted.

It is CDOT’s goal to wholly and thoroughly answer all questions and disseminate all the questions and answers to clarify any areas in the plans and specifications susceptible to misinterpretation. If the questions reveal significant discrepancies in the plans and specifications, a revision should be issued and, if necessary, the project opening delayed.

If the bidder has a question or requests clarification that involves the bidder's innovative or proprietary means and methods, phasing, scheduling, or other aspects of construction of the project, the Project Engineer should direct the bidder to contact the Resident Engineer directly to address the question or clarification.  The Resident Engineer will determine if questions are innovative or proprietary in nature. If the Resident Engineer determines that the bidder’s question is innovative or proprietary, the bidder’s innovative method shall be kept confidential and not shared with other bidders. If the Resident Engineer determines that a question does not warrant confidentiality, the bidder may withdraw the question. If the bidder withdraws the question, the Resident Engineer will not answer the question and the question will not be documented on the CDOT web site. If the bidder does not withdraw the question, the question should be answered, and both the question and CDOT answer should be posted on the web site.

If it is known that revisions to plans, specifications, or other contractual documents have been, or will be, published and distributed, notify each of the prospective bidders during the project showing. If the Project Engineer volunteers information to a bidder it should be provided to all the bidders.

The Project Engineer should remind the bidders that the questions and answers document is for information only, and it is the bidder's responsibility to verify the information.

Issuing the question and answer memo and publishing it on line will not only help CDOT better understand potential risks, but it will help the contracting community understand the risks as well. If both parties better understand their risks, the project will be properly bid.

**102.5.2.1 Signature Project Showings**

Refer to the *Project Development Manual* for the definition of a Signature Project.

For signature projects the following procedures should be followed in addition to those detailed in section 102.5.2 above.

All project showings should be completed within the first three weeks after the date of advertisement. Each showing should be attended by the Program Engineer, the Resident Engineer, the Project Engineer, and the Engineering Estimates Program Manager.

The Project Showing form (CDOT Form 1389) should be completed and e-mailed as soon as the bidder’s questions are answered. The final Project Showing Questions and Answers for Signature Projects have the same deadline as specified in section 102.5.2 Project Showings.

Three weeks after the advertisement date, the project staff will review all the questions and comments from the potential bidders and determine if a plan revision or clarification is needed. If a revision or clarification is warranted, the appropriate notification will be sent to all the plan holders on record. If necessary, bid opening may be delayed.