

Chapter 6 - Examination of Project Site or Data by Bidders

Specification Section 00120.15 includes a statement that, by submitting a bid, the bidder confirms it has examined the project site and understands the conditions to be encountered and all requirements of the contract. Section 00120.25 also includes that, if the Agency has conducted subsurface and/or geologic investigations of the site, the bidder may obtain a copy of the investigation report and may view any retained subsurface samples by contacting the Project Manager (PM).

The PM must do at least the following to fulfill Agency obligations during the advertisement and bidding phase of each project:

- Review the project Plans, Special Provisions, and data to become familiar with specific project requirements and situations. If the PM discovers defects, conflicts, omissions, or discrepancies, involve Project Designer, Engineer of Record, and/or ODOT subject matter expert to address the issues. The PM is the subject matter expert for constructability issues.
- Assure that the contract specifications reflect the requirements of the environmental permits. The PM is responsible to assure resolution of conflicts, omissions or discrepancies between the documents.
- Prepare the project for examination by 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. If the project cannot be examined safely from the roadway, provide appropriate access to the project site.
- The PM must allow prospective bidders to review the data used in or developed during the project development stage, including subsurface or geologic reports. The PM is required to provide all bidders equal opportunity to review the data. The PM will coordinate the response to all bidders for the Agency.
- If the PM can appropriately respond to bidders questions, the PM shall respond with the information to all bidders. Do not discuss possible or probable changes unless the changes have been formalized by issuance of an addendum. If the appropriate response to a bidders question conflicts with the bid documents, assure that an Addendum is issued.

The PM shall maintain and record in a project diary all conversations with or visits from prospective bidders, information that was examined, and appropriate discussion or comments between the prospective bidder and the PM or the PM's designated representative.