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ENGINEERING INSTRUCTION

ARK STATE DEPARTMENT OF TRANSPORTATION

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PRE-BID MEETINGS

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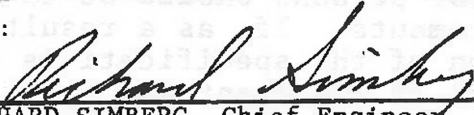
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APPROVED:


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Pre-bid meetings are worthwhile to clarify points for contractors and identify areas where additional or revised information is required before bids are received. They provide an opportunity to alleviate confusion and provide useful discussion concerning contract construction issues and D/WBE and EEO goals.

For all projects estimated at \$10 million, or higher, a pre-bid meeting will be scheduled at PS&E time by the Regional Office. Exceptions may be made by the Chief Engineer. For projects less than \$10 million, pre-bid meetings are optional at the discretion of the Regional Directors. Pre-bid meetings should be considered for any project requiring special construction methods, equipment, time requirements, sequential operations, or exhibiting unusual features. The Director of Equal Opportunity Development and Compliance shall notify the Regional Director of any projects less than \$10 million which may require a pre-bid meeting regarding affirmative action matters. The notice for a pre-bid meeting will be included in the advertisement for project letting and on page 1 of the contract proposal.

Although bidders will be advised to attend the pre-bid meeting at a specified regional location, this invitation will not be considered as a pre-qualification condition of bidders. However, attendance at pre-bid meetings for the purpose of clarifying D/WBE and EEO issues will be viewed as an element of good faith activity. An agenda for a pre-bid meeting may include:

- Brief description of the project.
- Unusual construction features of the project.
- Environmental concerns and issues particular to the project (such as protected wetlands).
- Additional approvals, permits or requirements by other agencies or groups.
- Special utility involvements.
- Discussion of special notes or specifications.
- Maintenance and protection of traffic requirements.
- Schedule conditions - incentive/disincentive clauses.
- D/WBE and EEO provisions and Departmental procedures.

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The Regional Design Engineer will designate the individual responsible for conducting a pre-bid meeting. Care must be taken in pre-bid meetings to avoid off-the-cuff interpretations which could contradict and vary from the terms required by the contract or to make interpretations without the benefit of a normal detailed review. Oral responses by DOT persons should be in conformance with specification requirements. If, as a result of the pre-bid meeting, any clarification of the specifications is warranted it will be incorporated into an amendment and sent to all prospective bidders. To meet amendment deadlines, the pre-bid meeting should be held at least four weeks before letting date. Since a reasonable amount of time between the sale of plans and the pre-bid meeting is valuable to give the bidders an opportunity to examine the plans and to determine possible problem areas, at least a 6 week Ad is necessary.

The Regional Design Engineer will notify the different Departmental organizations, and consultants if appropriate, who have an interest or are requested to participate in the pre-bid meeting.

At the pre-bid meeting, all contractors will be required to sign an attendance sheet indicating their name, title, and function that specifies: "The contractor's attendance at this pre-bid meeting is not a substitute for compliance with Article 3 of the Standard Form Agreement. This Article requires, among other things, the bidder's careful examination of the contract documents, the site of the proposed work as well as its surrounding territory, all of the conditions affecting the work to be done as specified in the contract documents". This meeting attendance record will be considered part of the contract records. There will be no formal transcript of the meeting proceedings, but notes or recordings may be kept for internal Department use.

The attached Engineering Instruction, EI 85-21, regarding pre-bid questions is still in effect.