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# MONTANA TRANSPORTATION COMMISSION POLICY STATEMENT

Adopted by the Montana Transportation Commission

during regular session on	10-12-95
Policy Number	02
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# **Pre-Bid Conference**

### Purpose

The following is intended to establish when the Department will hold pre-bid conferences and if they are held, the procedure that will be followed.

## Definition

Pre-bid Conference – A conference held by the Montana Department of Transportation prior to the opening of bids for a project in which the prospective bidders and Department officials discuss unique or unusual features on the project.

#### Background

The Department has in the past, on selected projects, held pre-bid conferences. There have been no guidelines or procedures for pre-bid conferences and as such the Department has been inconsistent in selecting projects to have a pre-bid conference and the format of the conference when it is held. The guidelines established herein will outline when a pre-bid conference is required and policy and procedure for holding a pre-bid conference when one is warranted.

#### Guidelines

A pre-bid conference is required under the following circumstances:

1) The project contains unique or unusual features. 2) Any other project where a pre-bid conference would be beneficial.

# **Policy**

In the even a pre-bid conference is held the following departmental policy shall apply:

- 1) Attendance will be mandatory for all bidders. Each bidder shall have in attendance at the pre-bid conference at least one full time permanent employee of their company.
- 2) Representatives by proxy, such a subcontractors or consultants will not be allowed.

- 3) In the even a bidder tenders a bid but has not attended the pre-bid conference, the bid will be returned unopened.
- 4) Each pre-bid conference will have a formal sign-in process which will become the official record of attendance for the purposes of determining eligible bidders.
- 5) The pre-bid conference will be recorded. If a site visit is required, questions, comments and responses can be documented in writing.
- 6) The Contract Plans Section, in close coordination with the District, shall be responsible for ensuring a pre-bid conference is held.

## Procedure

The Contract Plans Section, in cooperation with the District, will take the lead role in identifying which projects will have pre-bid conferences. The Contract Plans Section will:

- 1) Ensure the proper special provisions are included and an extended advertisement period is arranged if necessary.
- 2) Coordinate with the District to set the time, date and location.
- 3) In cooperation with the District and those having knowledge of the unique design features, develop and agenda.

#### Effective Date

This policy is effective January 1, 1996.

/s/ T.R. Forseth 10-12-95 Chairman Date