

## Section 1.3

### BID QUESTIONS AND ANSWERS

#### 1.3.1 Purpose

To improve the quality and interpretation of the contract plans, the Department has developed a process to provide bidders the opportunity to ask questions or seek clarifications prior to submitting bids. As a result of this effort, the Department has established a website for bidders to submit questions and/or clarification requests to the Department. The Department will post responses to those questions and/or clarification requests to the same website.

This section describes the Department's process of listing advertised projects on a Bid Question and Answer website, receiving questions and/or clarification requests submitted by bidders and providing appropriate responses to those questions and/or clarification requests.

#### 1.3.2 Authority

Sections [20.23\(3\)\(a\)](#) and [334.048\(3\)](#), Florida Statutes (F.S.)

#### 1.3.3 Reference

[Section 2, Standard Specifications for Road and Bridge Construction, Section 2-4](#)

[Special Provision \(SP0020400\), Examination of Contract Documents and Site of Work, applicable to all projects](#)

#### 1.3.4 General

Bidders may submit bid questions and/or clarification requests to the Department's website at: [Bid Questions & Answers](#) prior to bid in accordance with the dates and times shown in Special Provision Section 2-4 of the Contract Documents.

Bidders will review and be familiar with all questions and responses posted to this website prior to the bid opening and to make necessary adjustments to the bid proposal, accordingly.

The Department will utilize the same Pre-Bid Question and Answer website to post

responses for questions and/or clarification requests submitted by bidders.

The Bid Question and Answer website shall not be used by the Department to correct errors in the Contract Documents identified by the Department or Contractors. Clarifications and/or corrections of errors identified by the Department shall be handled in accordance with current processes governing the issuance of Contract Addendums.

### **1.3.5 Operation and Maintenance of the Bid Question and Answer Website**

#### **District Responsibilities**

The District Construction Office (DCO), with support from the Office of Information Technology (OIT), is responsible for administration of the Bid Question and Answer website on all projects in their respective District.

### **1.3.6 Listing Advertised Projects on the Bid Question and Answer Website**

#### **District Responsibilities**

DCO staff shall ensure that all advertised Central and District Let projects in their District are listed on the Bid Question and Answer website. DCO staff shall ensure that the Bid Question and Answer website can receive questions and/or clarification requests from bidders as of the date the project advertisement appears on the Central and/or District Contracts Administration Office website.

### **1.3.7 Responding to Questions and/or Clarification Requests Submitted to the Bid Question and Answer website**

#### **District Responsibilities**

The Department should not make modifications to questions and/or clarification requests submitted to the Bid Q&A website to the extent that such modifications would change the original intent of the question and/or clarification request as submitted by the bidder. In those situations where inappropriate content (i.e. derogatory comments, personal, proprietary or sensitive information, etc.) is included as part of a legitimate question and/or clarification request submitted to the site, the Department may modify the questions and/or clarification by removing the inappropriate content. Such modifications are not intended to be used to correct spelling, grammar, syntax, etc. errors and should be used in limited circumstances so as to avoid potentially changing the original intent of any

question and/or clarification request submitted by the bidder. As bid questions and/or clarification requests are received, DCO staff shall review each question and/or clarification request for the purpose of developing a response and posting the response to the Bid Question and Answer website. DCO staff assigned with this responsibility shall be familiar with the project and Contract Administration procedures. DCO staff assigned with this responsibility shall coordinate with Department personnel and/or Consultants involved in project development (i.e. Design Project Manager, Construction Project Manager, Utility Project Manager, Engineer of Record, etc.), when necessary for the purpose of developing a response to the question and/or clarification request.

The District Construction Engineer (DCE), or designee, shall review each question and/or clarification request submitted as well as each proposed response to questions and/or clarification requests and shall approve each response prior to posting the response to the website. In the event a previously posted response is to be revised, the DCE, or designee, shall review and approve each revised response prior to posting the revised response to the website. The DCE may delegate such review and approval authority, in writing, to an individual within the DCO staff, but not to a Consultant or Resident Engineer. Such delegation shall be maintained on file in the DCO. An email from the DCE, or designee, which signifies review and approval of the question and proposed response, will suffice as documentation of review and approval.

The DCE or designee shall respond to bid questions and/or clarification requests as described in Special Provision 2-4 of the Contract Documents.

Regardless of the bid opening month, the DCE, or designee, shall ensure responses are posted to the website by 8:00 AM (EST) the second (2<sup>nd</sup>) calendar day prior to the bid opening day.

In the event a previously posted response is to be revised, the DCE, or designee, shall ensure the original response (including the date and time the original response was posted to the website) and the revised response (including the date and time the revised response was posted to the website) are posted to the website.

The DCE, or designee, shall ensure that no responses (original and/or revised) are posted to the website and no modifications are made to previously posted responses after 8:00 AM (EST) the second (2<sup>nd</sup>) calendar day prior to the bid opening day.

### **1.3.8 Providing all Questions, Clarification Requests and Responses to the Contracts Administration Office**

#### **District Responsibilities**

After the bid opening, the Contracts Administration Office shall ensure that all questions and/or clarification requests submitted by bidders and all responses posted by the Department are printed for inclusion in the executed contract. This shall occur no later than 5:00 PM (EST) on the business day of the bid opening.

### **1.3.9 Compliance with this Section**

#### **District Responsibilities**

The District shall identify and maintain a list of the following in the DCO files:

- A. DCO staff responsible for administration of the Bid Question & Answer website on the District Level;
- B. DCO staff responsible for receiving bid questions and/or clarification requests;
- C. DCO staff responsible for coordinating and developing proposed Department responses;
- D. DCO staff, if other than the DCE, responsible for reviewing and approving all proposed responses and all subsequent revisions to previously posted responses;

#### **Central Office Responsibilities**

The State Construction Office will review a sampling of bid questions, clarification requests and Department developed responses and report significant findings to the DCE as necessary.