

Memorandum

*Serious drought.
Help Save Water!*

To: DEPUTY DISTRICT DIRECTORS, Construction
DEPUTY DIVISION CHIEF, Structure Construction
CONSTRUCTION MANAGERS
SENIOR CONSTRUCTION ENGINEERS
RESIDENT ENGINEERS

Date: January 4, 2016

File: Division of Construction
CPD 16-1

From: RACHEL FALSETTI, Chief
Division of Construction



Subject: BIDDER INQUIRIES

Bidder inquiries are an important forum for contractors to inquire about possible inaccuracies or omissions in advertised projects. It is important that the Department of Transportation address these inquiries by researching the issue at hand to produce responses that are timely, complete, and accurate. The bidder inquiry process is a valuable tool, not only for contractors, but also for designers to improve project plans, specifications, and estimates.

Bidder inquiries require responses within 2 business days, even if it is only to acknowledge receipt pending further review. Refer directly to the plans, specifications, or other contract provisions in response to contractors' inquiries. It is also important that the appropriate review be performed with the district construction office, the Division of Construction, the Division of Engineering Services, or other programs with the necessary knowledge. For more information, refer to Section 3-204, "Communication with Bidders," of the *Construction Manual*.

If you have questions or comments regarding this directive, please contact John Bittermann, Division of Construction, at john.bittermann@dot.ca.gov or (916) 654-4945.