

Design Advisory

DA 2017-03
July 14, 2017
Page 1 of 2

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Index:
Notice to Bidders –
Inquiry (2/11/2009)

This advisory is superseded by any subsequent revisions to the references listed in this index.

Questions regarding this Design Advisory should be directed to:

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Revised Process for Contractor Inquiries and Responses

This Design Advisory serves as notification that the process for responding to Contractor Inquiries has been revised. A new process has been developed using the eProposal System and ProjectWise which will post inquiries when submitted instead of once they are responded to as they had been in the past.

An MDOT eProposal Resource will post all contractor inquiries within the NTB Inquiry folder within folder 6 – Letting Plans and Proposal when received by contractors pertaining to an advertised construction project. The MDOT PM will post the response to the Inquiry within the same document when the correct response is determined.

This process will eliminate the need for MDOT Project Managers to post the questions as well as the answers to all Contractor Inquiries. PMs will now only be required to post responses as the questions will be posted upon receipt.

Please remember, as stated in the Notice to Bidders – Inquiry, all inquiries must be made by E-mail through the MDOT eProposal system.

Please use the following standard language when responding to inquiries NOT made through the eProposal system:

“This inquiry was not made through the MDOT eProposal System. Please submit your inquiry using the eProposal System by using the link provided within the corresponding proposal page.”

In addition, when responding to Contractor Inquiries within ProjectWise, please use the following standard language and format for responses to the scenarios described:

1. Response WITHOUT an Addendum or Answer – Standardizes the “bid it as you see it” language that all PMs currently answer slightly differently

“The above inquiry was received and reviewed by the MDOT Project Manager. An answer to this inquiry and/or an addendum was not deemed necessary for the requested information, it has been determined that all necessary information regarding this inquiry is contained in the existing plan and proposal package or within the RID documentation.”

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DA 2017-03
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Page 2 of 2

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2. Response WITH an Answer – Notifies Contractor that an answer to their inquiry has been provided

“The above inquiry was received and reviewed by the MDOT Project Manager. The answer below has been provided in response to the above inquiry:”

- Answer

3. Response WITH an Addendum – Notifies Contractor that an addendum will be coming and gives them preliminary information as to what areas of the package it may alter

“The above inquiry was received and reviewed by the MDOT Project Manager. It has been determined that an addendum will be necessary to address the requested information. An addendum will be issued to edit the following areas of the plan and proposal package:”

- Plans
- Proposal
- RID
- etc.

The revised process will become effective with the receipt of Contractor Inquiries regarding projects included in the August 2017 Letting.