

# Design Advisory

From Kristin Schuster, Engineer of Design

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Index: Notice to Bidder  
Inquiry Response Changes  
and Tracking in ProjectWise

*This advisory is superseded  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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## Notice to Bidder Inquiry Response Changes

Effective with the **May 2020 Letting** our responses to Notice to Bidder Inquiries will be changing to the following options listed below (1-3). When pertaining to inquiries that will **not** give the Contractor an unfair advantage in the bidding process, please remember to provide clarity to the Plans/Proposal, as well as cite page ranges whenever possible to ensure understanding of the plans and improve bid prices.

**See Road Design Manual – Chapter 14.62** for more information, as well as the updated Notice to Bidder Instructions on the [Plan Development Share Point Site](#).

Please also note the changes to the Notice to Bidder response workflow process in ProjectWise (also outlined in the updated Notice to Bidder Instructions on the Plan Development Share Point site). A new tracking method has been implemented that will help us to produce valuable statistics to understand timing of questions and responses. Inquiries that sit without a response for 5 days or more will have a friendly notice sent to the listed Notice to Bidder contact and their Supervisor to ensure coverage is maintained in case of annual or sick leave.

As always, if you are the designated responder for Notice to Bidder Inquiries and know you will be out of the office, please make sure you have coordinated a back up responder.

1. Response WITH an Answer - Notifies Contractor that an answer to their inquiry has been provided.

- *Answer supplied to submitted inquiry including page range for reference where possible.*

2. 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.*

3. Response WITHOUT an Addendum where an answer will not be issued - **Please note** - this option is to be utilized **sparingly**. Whenever possible, the PM and responding team should try to provide a reason as to why the inquiry will not be responded to or supply additional details to help promote better bid prices. In circumstances where more information cannot be supplied, the following response can be issued.

*“The above inquiry was received and reviewed by the MDOT Project Manager. A more detailed response to this inquiry will not be issued. Please review the plan and proposal package or RID documents for further information or resubmit your inquiry with more specific detail applicable to the contract.”*