

Mandatory Pre-Bid Meeting SOP

Process




If a mandatory pre-bid meeting is being proposed for a project, District must request approval from the Design Division Director.

1. District submits a memo to DES-FPP. DES-FPP Director reviews and forwards to DES Director and DES Deputy Director for approval.
2. DES Director discusses with District, if necessary, and then denies or approves request.
3. After approval is granted, DES-FPP Director will notify the following people in CST:
 - CST Division Director (Duane Milligan)
 - CST Deputy Division Director (Jason Duncan)
 - Letting Management Section Director (Greg Williams)
 - Prequalification Management LW (David Shon)
 - Contract Management LW (Griselda Martinez)
 - Construction Section Director (Carlos Rodriguez)

CST will reach out to District to obtain the attendance list for the mandatory pre-bid meeting prior to letting.

TxDOTCONNECT

District will fill out the pre-bid meeting information on the Letting screen in TxDOTCONNECT. The location this information is entered is as follows:

 Letting	 Pre-Bidders Conference					
Letting Schedule Details	Date	Time	Location	Mandatory Attendance	Special Notice Text	Delete
Controlling & Subordinate Projects	11/16/2020	10:00 AM	Microsoft Teams	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Pre-Bidders Conference						
Performance End Dates						
Contract Summary						

The date of the mandatory pre-bid meeting should be one week or more after proposal release, and one week or more prior to bid opening to provide sufficient time for prospective bidders to prepare for both the meeting and bid opening. **It is recommended (but not required) to schedule two meetings, and give bidders the option to attend either meeting.**

General Notes

Make sure there is a note in the General Notes at or near the top.

The note should indicate there is a mandatory pre-bid conference, and include the date(s), time(s), and location(s) of the meeting(s).

Recommend also including a statement indicating prospective bidders will be disqualified if they do not attend; and that prospective bidders must sign in to ensure their attendance is documented or their bid will risk being rejected.

Excerpt from the Construction Contract Administration Manual:

http://gsd-ultraseek.dot.state.tx.us/txdotmanuals/cah/pre_bid_conference.htm

Mandatory Attendance

Do not conduct mandatory pre-bid conferences unless absolutely necessary to provide information to prospective bidders that cannot be conveyed in writing. Mandatory pre-bid conferences are not recommended due to prospective bidder concerns regarding bidding confidentiality and conference scheduling difficulties. Pre-bid conference procedural errors may result in bid rejection.

Obtain written approval from the Director of the Design Division (DES) or the Director of Maintenance Division (MNT), as applicable, prior to including a mandatory pre-bid conference in the proposal. If a mandatory pre-bid conference is approved, include the requirement in the proposal and the Notice to Contractors. Conduct a second pre-bid conference at least seven calendar days prior to letting for large, complex, highly technical projects that require attendance at a mandatory pre-bid conference.

Submit the list of all prospective bidders attending the mandatory pre-bid conference to the Construction Division (CST) via email at CST_Prequalification@TxDOT.gov the same day of the meeting. Prospective bidders failing to attend a mandatory pre-bid conference will not be eligible to pull an official bidding proposal or receive authorization to bid the project.