

VIRGINIA DEPARTMENT OF TRANSPORTATION
CONSTRUCTION DIVISION (CD)

INSTRUCTIONAL AND INFORMATIONAL MEMORANDUM (IIM)

GENERAL SUBJECT: PROJECT SHOWINGS	NUMBER: IIM-CD-2013-05.01
SPECIFIC SUBJECT: GUIDELINES FOR PROJECT SHOWINGS	DATE: July 22, 2013
	SUPERCEDES: CD-2007-09
APPROVED: <p style="text-align: center;">SIGNATURE ON FILE ----- Mark E. Cacamis, P.E., CCM State Construction Engineer</p> DATE: <u>August 1, 2013</u>	

DIRECTED TO - DISTRICT ADMINISTRATORS

Project showings should be conducted to present more information, or to clarify what is contained in the proposal documents. When a project showing is conducted, it is essential that the personnel involved are well prepared to present the information and answer questions. The Area Construction Engineer (ACE) and/or Project Manager, in cooperation with the Construction Division, will determine the need for a showing. Keep in mind that the purpose of a showing is to make all participants aware of the issues surrounding the project that may not be apparent by reviewing the bid documents. The further purpose of a required attendance showing is to ensure that all bidders hear the same information. However, be aware that by its very nature a required attendance showing may restrict bidder competition. Required attendance showings must not be used to restrict competition. Therefore, there must be a compelling reason to hold a required attendance showing. An example would be a No-plan dirt road improvement project where the property was donated but where the property owner(s) have requested minor improvements in exchange; or an extremely complicated project with voluminous contract documents and numerous restrictions. Required attendance showings should normally not be considered in areas with traditionally low bidding competition.

Prior to the advertisement the Project Manager and the assigned Area Construction Engineer will establish a time for the showing.

Project showings may be conducted by another qualified individual so designated by the District Administrator.

Other involved individuals, who may be able to address specific questions, should be invited to attend. These individuals may include a Utility Coordinator, Bridge Engineer, Environmental Specialist, Traffic Engineer, Right of Way Manager, Consultant representative, Design Engineer, Inspector, etc. who worked to develop the project or will be involved in its construction. The individual conducting the project showing should confirm the time, date, and place with involved Department personnel at least a week before the event.

The location for the project showing should be at the project site or at a location appropriately near the project with adequate parking. It should be sufficiently quiet so that everyone can hear. The ACE or Project Manager will ensure that the showing location is suitable. The individual presiding over the showing should be very familiar with the project. Parking areas may need to be identified with signs on the day of the showing. Traffic volume, sight distance and visibility should be considered to determine if there is a need for traffic control such as arrow boards, message boards, shadow vehicles, flaggers or other measures to ensure the safety of the attendees and to allow access to the proposed work area. All attendees shall wear safety equipment such as hard hats and safety vests during field visits. The individual presiding over the showing should also be prepared by having extra hard hats and safety vests for those who do not have them.

The ACE or Project Manager is responsible for obtaining a copy or copies of the plans and proposal in sufficient time to review prior to the showing. These plans and proposals need to be available for reference during the showing. A Specification Book and Book of Standards, should be available for use at the showing site. It is suggested that someone other than the individual presiding over the showing keeps the minutes and records the questions.

For projects on new alignment, the ACE should ensure that sufficient survey staking exists so that potential bidders can determine the metes and bounds of the projects.

Questions may be raised during the showing that cannot be answered by the field staff. **It is imperative that these questions, together with Area Construction Engineer, Project Manager, be e-mailed to the State Contract Engineer generally by the next day. The documents in the e-mail will be posted on the Construction Division's website.** No commitments to plan revisions or specification changes should be made at the project showing. No changes to the plans, special provisions, specifications, or proposal will be made after project advertisement except through the State Contract Engineer. If it is determined that a change in the Contract documents is necessary, then revised proposal sheets, plans, etc. will be provided to potential bidders prior to the date for the receipt of bids via addenda.

The minutes and information from the project showing shall be promptly sent to the State Contract Engineer. Attached is a sample letter of the format for the information concerning the project showing. A copy of the register sheet, Form C-15, is to also be submitted to the State Contract Engineer.

PROJECT SHOWING GUIDELINES

A project showing attendance sign-in sheet will be required for **all** project showings. Form C-15 is to be used for this purpose and all attendees will be required to sign in.

I. Preliminary Reminders

- A. Have sign-in sheet available before the starting time.
- B. The showing should start on time.
- C. Immediately prior to the start of the showing, the person conducting the showing is to announce the intent to begin the showing and that any representative present who has not signed the register is to be given the opportunity to do so before the showing is started.
- D. In the case of required attendance showings collect the sign-in sheet directly after the start of the showing. The sign in sheet may be collected at any time during a standard showing at the discretion of the individual presiding over the showing.
- E. Welcome by the individual presiding over the showing
- F. Introduce VDOT personnel and appropriate attendees.

II. Administrative Objective

- A. Cover the purpose of project. Explain why VDOT is having the work done.
- B. Discuss unique items on project and address sensitive areas, bringing to light any known problems or areas of special concern
- C. Denote new contract special provision copied notes, special provisions, and/or specifications.
- D. Note the requirement for Predetermined Wage Rates, if applicable.
- E. Review DBE/WBE requirements and/or goals.
- F. Denote time limit: calendar days, fixed date, or combination.
- G. Discuss project specific liquidated damages, delayed NTP, incentives\disincentives, milestones or other innovative contracting method if applicable.

III. Scope of Work

- A. On Minimum/No Plan projects the individual presiding over the showing shall have available to the attendees a graphic log or descriptive handout locating contract items.
- B. Discuss traffic sequence, detours and/or road closures, work zone limitations, and special bid items.
- C. Review environmental items including but not limited to:
 - 1. Type(s) of Permit(s).
 - 2. Special Requirements i.e. time of year restrictions (TOYR)
 - 3. Known Local Ordinances, i.e. time limitation, noise restrictions, borrow/waste pit restrictions, etc.
- D. Review Status of Utilities:
 - 1. Companies involved with contact names and telephone numbers (invite representatives to attend showing).
 - 2. Relocation status or schedule for relocations.
 - 3. Special Limitations, i.e. railroad, etc.
- E. Review the Status of Right of Way including but not limited to:
 - 1. Surveyed and/or staked.
 - 2. Status of parcels, special limitations concerning access.
 - 3. Special agreements with property owners.
 - 4. Detail sensitive areas, i.e. property owner with special concerns, fence replacement, etc.
- F. Tour the project site noting points of interest.

IV. End of Project Showing

- A. Conclude with a question and answer period. Make sure to have all questions and any answers recorded. Questions that require a response from the State Contract Engineer must be readily identifiable in the minutes.
- B. Notify attendees that a copy of the minutes will be sent to them within five days.
- C. Announce that all future questions are to be asked and responded to using the CABB system on the Construction and Maintenance website.
- D. Conclude showing and thank all for attending.

The following additional rules must be used for Required Attendance project showings:

- Start on time, but do not be so inflexible that you unnecessarily restrict possible bidders. Generally, the more bidders, the lower the bids. Understand that you cannot restrict persons from attending the showing no matter how late they arrive. Collect the sign-in sheet (Form C15) prior to starting the dialog and announce to the attendees that no one else will be allowed to sign in and only those listed on the sign-in sheet will be allowed to bid on the project.
- State that in order for the Department to accept a bid, the bidder or their representative must be present from the beginning to the conclusion of the showing.
- An attendee will be permitted to represent more than one firm only when the firms represented are affiliated. The attendee must sign for each firm he or she represents.
- A tour of the project site is mandatory, at which the names of the eligible firms will be read to confirm attendance of the entire showing. At the end of the showing the Department's representative must read the names of the bidders present and announce that these firms will be the only companies eligible to bid.
- Any bidder's representative who leaves prior to the conclusion of the showing will be stricken from the register and the reason so noted in the minutes.

SAMPLE COVER LETTER

The following cover letter must accompany the project outline used at the showing, the sign-in sheet, and all questions and answers:

(Date)

Project Number _____
Order Number _____
Time Started _____

Required Attendance Yes ___ No ___

MEMORANDUM

TO: STATE CONTRACT MANAGER (Don Silies)
RE: Project Showing

On this date the captioned project was shown to potential bidders in accordance with the guidelines of CD-2007-09. Attached are the minutes of the showing and the attendance sheet indicating the interested parties present.

****There were no questions that could not be answered at the showing.**

****You will note we were unable to answer the following questions and your assistance in providing information to the potential bidders is requested.**

CC: (Need to know personnel)

*****Use whichever paragraph is appropriate. Send a list of any unanswered questions to the Contract Engineer by e-mail as soon as possible.***