
UNDERSTANDING PRE-BID CONFERENCE REQUIREMENTS

A pre-bid conference will be scheduled for all contractors. At the conference, the Consultant must:

- ◆ Have all attendees sign in.
- ◆ Describe the project and explain Massport's expectations.
- ◆ Generate interest among Prime Contractors to ensure that Massport's project will receive maximum competition amongst bidders.
- ◆ Not distribute any Bid Documents or Addenda; all answers to inquiries from Contractors that may alter the Proposed Price can only be addressed by issuing a formal addendum.
- ◆ Advise Massport, if necessary, if any addendum is needed and what its purpose is.
- ◆ Only issue addenda to clarify further items in the Bid Documents that will affect the Proposed Price.
- ◆ Prepare Minutes of the Pre-Bid Conference and distribute to Massport and all sub-consultants.

ISSUING ADDENDUM

A. General

The Consultant must issue addenda to the Bid Documents at least ten days before the receipt of any bids. The addenda should be used to revise, delete or add information to the Bid Documents that could or may give reasons for the Sub-Bidder or General Contractor to alter the Proposed Price. During the bid period, only addenda can alter the Bid Documents. The Consultant should note on the addendum and advise prospective bidders that oral interpretations and responses are not binding. The Consultant must prepare and submit all addenda for Massport's approval. Massport must issue all addenda.

B. Criteria and Procedure

Consultants should follow these steps when writing addenda:

1. Number Addenda consecutively.
2. Express a change only once, then refer to the addendum whenever necessary. One expressed correction should serve for all repetitive changes.
3. Make sure that potential bidders receive the addendum in time to prepare their bids so that the bid opening is not delayed.
4. Change the bid specifications by indicating an item designation, the page and the paragraph where the modification is to be made. Follow the use of "delete" by the word(s), line(s), paragraph(s) or page to be changed, followed by the word "insert," which should precede the modification.
5. Understand that making changes on the Contract Drawings entails giving *an item designation and the drawing number*.
6. Reissue entire drawings as part of an addendum.

C. Format

Addendum items should be arranged in the same sequence as the Bid Documents. The basic elements of an addendum are:

- ◆ Addendum Number
- ◆ Massport Project Identification Number and Title
- ◆ Date
- ◆ Changes to the Proposal
- ◆ Changes to the Specifications

Exhibit 18 presents an example of an Addendum.

PERFORMING BID REVIEW/GENERAL CONTRACTOR RECOMMENDATION

The Consultant must attend the bid openings for all sub-bids and the general bid. The Consultant must help Massport evaluate bids, sub-bids and alternates. It should recommend to Massport, with appropriate justification, which firm should be awarded the job, and which firms should not.

The Consultant must include, in its recommendation, its evaluation of the proposed General Contractor's previous work performance.

AWARDING THE CONSTRUCTION CONTRACT

Massport must execute the required contract forms and issue a Notice to Proceed. Massport will provide the Consultant with copies of this Notice and an executed Construction Contract.