



Communication with Contractors and Field Staff

Communication with Contractors

Prior to the Letting

Refer all questions and requests to the Office of Contracts.

After the Letting

Inform contractors that all questions and requests must come through the RCE. If the RCE instructed the contractor to contact the designer, the designer may respond to the contractor directly but should copy the RCE and Office of Construction on any correspondence. Avoid discussing payment issues or whether work or materials should be allowed that differ from the contract documents. These issues should be handled by the RCE.

Electronic Files

The electronic files produced as a part of plan preparation can be very valuable to contractors and surveyors. To provide consistency and follow legal requirements, the Office of Design has developed procedures with input from the Office of Contracts and Office of Construction. The goals of these procedures are as follows:

- Comply with Open Records Laws
- Ensure fair bidding by allowing access to the same information for all contractors
- Provide electronic files to encourage machine controlled grading and stringless paving because these technologies will reduce project costs
- Follow correct protocol for contact with contractors

For most projects, the designer should have already provided electronic files according to Sections [1H-1](#) and [20B-71](#). These files are provided to the contractor in advance of the letting so that the bid price can be based upon the use of the files. If this process was followed, inform the contractor that those files are available through BidX.

For projects submitted without providing electronic files, provide all requested files that are readily available. Do not provide special reports, convert files, or clean project files. Effort in providing files should be limited to copying existing files and should take no longer than 15 minutes.



NOTE: Copy the RCE and the Office Director in the Office of Construction on all correspondence with a contractor.

Responding to Requests from DOT Surveyors

Provide files and information as time allows. Always let the surveyor know how long it will take to prepare the information and discuss whether the effort is worthwhile.

Chronology of Changes to Design Manual Section:

001H-003 Communication with Contractors and Field Staff

4/29/2011

NEW

New Section.