



Connecticut DOT

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Office of Engineering

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## ENGINEERING DIRECTIVE

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Engineering Administrator

### **Advertising-Phase Activities**

This directive identifies responsibilities and provides guidance to Office of Engineering personnel for several routine situations that occur during the period of time a construction contract is being advertised for bids. The directive applies only to contracts advertised and awarded by the Department (i.e., not municipal-held contracts).

The advertising phase begins with publication of the Invitation to Bid and ends when bids are opened. During this period, Office of Engineering personnel provide critical assistance to the Division of Contract Administration in the contract procurement process. Primary activities involving Engineering personnel during this phase are:

- Bidder questions and answers,
- Addenda,
- Extending advertising periods.

Assignment of responsibilities for decisions making and performing related activities are covered by the attached "[Guidelines, Advertising-Phase Activities.](#)"

The Department has established its [Pre-Bid Questions and Answers web site](#) (Q&A web site) as the primary channel for conducting a structured and documented dialogue with the bidder community. This dialogue is important to maintain a fair and competitive contracting environment. As explained in the attached guidelines, all questions posted on the Q&A web site require a response unless this requirement is waived by an authorized official.

As the Department's business processes and support technologies evolve, the guidelines will be revised as needed and updated via Engineering Bulletin.

Attachment: [Guidelines, Advertising-Phase Activities](#)