

## **ENGINEERING DIRECTIVE**

Frank Tramontozzi (signature on original)

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CHIEF ENGINEER

### **Submission of Questions from Bidders**

The purpose of this directive is to establish guidelines for acceptance of questions from bidders on MassDOT Highway Division projects being bid under Massachusetts General Laws (MGL) Chapter 30, §39M or Chapter 149, §44A through J.

The Construction Contracts office is responsible for the issuance of all bid documents associated with all projects bid under the MGLs identified above. Potential bidders and other interested parties must address all questions regarding these bid documents to the Construction Contracts office for an official response by MassDOT.

The submission of and responses to bidder questions shall follow these guidelines:

1. All questions must be submitted in writing. No oral questions will be accepted by any MassDOT employee, whether in person or by telephone.
2. The written questions shall be sent by e-mail to:  
[MassDOT-Specifications@mhd.state.ma.us](mailto:MassDOT-Specifications@mhd.state.ma.us)

The e-mail shall include the MassDOT project file number and project location.

3. For all projects with a Tuesday bid opening, questions must be submitted by 1:00 PM on the Thursday prior to the bid opening.
4. For all projects with a Wednesday bid opening, questions must be submitted by 1:00 PM on the Friday prior to the bid opening.
5. MassDOT is not obligated to accept questions received after the days and times listed above. However, the Construction Contracts Engineer may determine, in his/her sole discretion, that extenuating circumstances exist to justify accepting late questions.
6. MassDOT shall make every effort to respond to all bidder questions by the Friday prior to Tuesday bid openings or the Monday prior to Wednesday bid openings.

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**Please Post\_\_\_\_\_**

7. If MassDOT does not issue responses by the stated times, the Deputy Chief Engineer for Construction shall be responsible for determining if the bid opening date will be changed. MassDOT will only change bid opening dates if it is determined that the failure to issue responses/addenda will have a detrimental influence on the ability of bidders to prepare their bid proposals.