

**WEST VIRGINIA DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
DESIGN DIRECTIVE**

**DD-104  
PRE-BID CONFERENCES**

*January 19, 2018*

This Design Directive outlines the procedure that has been accepted by the Division for the requesting, scheduling, and hosting of pre-bid conference. The criteria used to establish the need for a pre-bid conference is listed below:

1. Projects that consist of unique design, construction procedure, or new technology with which the contractors may not be familiar.
2. Projects where it is felt that commitments made by the Division of Highways, with respect to environmental issues, other agency issues, local issues, etc., need to be stressed or explained to the contractors.
3. Projects that are felt to be complex in nature with respect to coordination with utilities and other contractors that will be working in the area. This may include those projects that have numerous intermediate completion dates.
4. Projects which have a contract completion date which may require extraordinary efforts such as working around the clock, multiple equipment spreads, non-traditional work during winter months, etc.

**Request for Pre-bid Conference**

The Project Manager will submit a pre-bid conference request with the project's PS&E submission. The request should include reason for the pre-bid conference, whether it should be mandatory or not, and a suggested meeting location.

The pre-bid request will then be transmitted to the Regional Construction Engineer, Director of Contract Administration, and ultimately through the Deputy State Highway Engineer – Development and Construction, for approval.

**Scheduling Approved Pre-bid Conference**

Once approved, Contract Administration will work with the Project Manager to schedule the pre-bid conference. The pre-bid conference should be held at least three weeks prior to the scheduled letting date. Contract Administration will add pre-bid meeting details to the proposal and Bids.

**Pre-bid Conference Meeting**

The originating Division is in charge of hosting and facilitating the pre-bid conference. They are responsible for: presenting the reason for the pre-bid conference, answering questions, recording notes, and collecting contact information from attendees of the meeting.

At the conclusion of the meeting (and within 24 hours) attached completed sign-in sheet shall be e-mailed to Contract Administration at the following e-mail address: [DOHContractProcure@wv.gov](mailto:DOHContractProcure@wv.gov) using the following subject: Mandatory Pre-bid sign in sheet, Contract ID, Call Number, Letting Date.

DATE: \_\_\_\_\_

**MANDATORY PRE-BID CONFERENCE**

**SIGN IN SHEET**

State Project Number: \_\_\_\_\_ Federal Project Number: \_\_\_\_\_ County, WV

Contract ID: \_\_\_\_\_ Call No. \_\_\_\_\_ Letting Date: \_\_\_\_\_

NAME	ORGANIZATION/COMPANY	PHONE NUMBER	E-MAIL

NOTE – A copy of the sign-in sheet must be e-mailed to Contract Administration Division at: [DOHContractProcure@wv.gov](mailto:DOHContractProcure@wv.gov) using the following subject: *Mandatory Pre-bid sign in sheet, Contract ID, Call Number, Letting Date.*