PRE-BID CONFERENCES
Clarify issues about a project and existing conditions.

Pre-bid conferences are recommended for all projects, especially those with unusual or extraordinary conditions.

- Pre-bid conferences enable the Design Professional and Owner to respond directly to bidders' questions, and help give everyone a better understanding of the project's requirements.
- The pre-bid conference should be scheduled after Contractors have adequate time to review construction documents. The date for the conference should be included in bidding documents.
- Certain pre-bid conferences may be dictated by the Owner as mandatory for Prime Contractors.
- The Owner/Design Team/CM shall prepare an agenda for the conference which should include:
  - Pertinent information from the Owner about the project, including any special constraints or requirements
  - Clarification of items brought to the Design Professional's attention prior to the conference
  - Response to questions from bidders
  - Site visit
  - Potential follow up site visit(s) and possible restrictions
- All information and clarifications provided at the conference should be distributed as addenda to all bidders. The addenda should also include a list of attendees at the conference.
- Pre-bid meetings should not be used as a substitute for showing required information in contract documents.
- All Prime Contractors and others with interest in the project should be encouraged to attend the conference.
- Whether required or not in the pre-bid conference, bidders should be encouraged to visit the site and familiarize themselves with existing conditions and project constraints.

REFERENCES:
AIA A701 Instructions to Bidders
CONSENSUSDOCS 270 Instructions to Bidders

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