MONTANA TRANSPORTATION COMMISSION

Policy No. 002

PRE-BID CONFERENCE

PURPOSE: The following is intended to establish when the department will hold pre-bid conferences and if they are held, the procedure that will be followed.

DEFINITION

Pre-bid Conference: A conference held by the Montana Department of Transportation prior to the opening of bids for a project in which the prospective bidders and Department officials discuss unique or unusual features on the project.

BACKGROUND: The Department has, in the past, on selected projects, held pre-bid conferences. There have been no guidelines or procedures for pre-bid conferences and as such the Department has been inconsistent in selecting projects to have a pre-bid conference and the format of the conference when it is held. The guidelines established herein will outline when a pre-bid conference is required and policy and procedure for holding a pre-bid conference when one is warranted.

GUIDELINES: A pre-bid conference is required under the following circumstances:

1. The project contains unique or unusual features.
2. Any other project where a pre-bid conference would be beneficial.

POLICY: In the event a pre-bid conference is held the following departmental policy shall apply:

1. Attendance will be mandatory for all bidders. Each bidder shall have in attendance at the pre-bid conference at least one full-time permanent employee of their company.
2. Representatives by proxy, such a subcontractors or consultants will not be allowed.
3. In the even a bidder tenders a bid but has not attended the pre-bid conference, the bid will be returned unopened.
4. Each pre-bid conference will have a formal sign-in process which will become the official record of attendance for the purposes of determining eligible bidders.
5. The pre-bid conference will be recorded. If a site visit is required, questions, comments and responses can be documented in writing.
6. The Contract Plans Section, in close coordination with the District, shall be responsible for ensuring a pre-bid conference is held.

PROCEDURE: The Contract Plans Section, in cooperation with the District, will take the lead role in identifying which projects will have pre-bid conferences. The Contract Plans Section will:

1. Ensure the proper special provisions are included and an extended advertisement period is arranged if necessary.

2. Coordinate with the District to set the time, date and location.

3. In cooperation with the District and those having knowledge of the unique design features, develop an agenda.

Signature on File
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Thorm R. Forseth, Montana Transportation Commission Chair

HISTORY
Effective: 1/1/1996
Updated: 2/10/2026