

Cedar Rapids Public Works Department Standard Operating Procedure



Procedure Name: Answering Questions and Addenda		Approved By: Doug Wilson	
Original Author(s): Becky Kluesner, Nick Kariya		Original Date Issued: 04/13/2021	
Date Revised or Reviewed: 05/27/2021	Revised or Reviewed by: Jennifer Selby	Approved By: Doug Wilson	
Published Locations (manuals/websites/etc.): Project Development and Management Manual – After any revisions to this document, replace the obsolete version stored on this webpage			

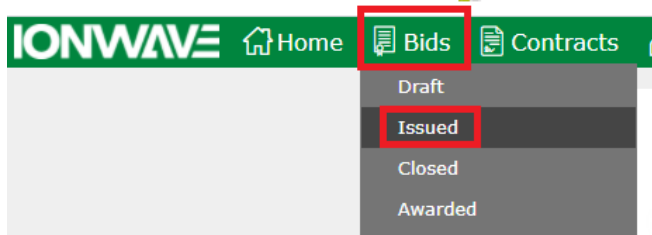
Purpose:

To summarize and document the process for answering questions received through IonWave and for posting an addendum for a public project listed on the same platform.

Procedures:

Answering Bidder Questions – Project Manager

1. When a question is asked, a prompt will be sent via email to whoever the project is assigned to in IonWave (typically the Project Manager).
2. It is the Project Manager's responsibility to review and answer questions. All questions should be addressed promptly, as they may affect the contractor's bid.
3. In addition to responding to email prompts, best practice would be to check the project's listing at least once a day in the week running up to the bid letting to check for questions.
4. To answer a bidder questions, login to the project on <https://citycrbids.ionwave.net> . Go to Bids > Issued, and select the appropriate project.



5. Go to the 'Questions' tab on the project listing. Unanswered questions will appear in the 'Draft' sub-section.

Responses Event Details Messages **Questions 2** Invitations

Bid Questions

Add Question Publish Extract to Excel

Note: Suppliers are notified each time "Publish" is clicked. To minimize supplier

Question Cutoff Date 3/3/2021 02:40 PM (CT)

Draft (2) Ready Published Ignored All (2)

Create Date	Supplier Name	Question
2/28/2021	Line and Dine Inc.	what if the completion date is not practical?
2/28/2021	Line and Dine Inc.	what are the allowable materials for subdrain?

6. Open an unanswered question, and draft your response in the 'Answer' field. You can 'Save' and return later if you need to do some additional research before answering the question. Once you are satisfied with your response, check to ensure the answer will be public, but that the contractor's name will not be attributed to the question. Once finished, click on the 'Ready' button. This is a middle ground between a draft and published status.

City of Cedar Rapids [Test]

Manage Question

Cancel Save **Ready** Ignore

Question what if the completion date is not practical?

Answer

After a review of the scope of work by construction engineering, the listed completion date was found to be reasonable. In the event of worse than average weather, or unforeseen delays outside the contractor's control, additional days may be allowed per section 00500.

[Library](#)

Max Characters: 4000 Remaining characters: 3732

Status DRAFT

Status Date 2/28/2021 12:36 PM (CT)

Asked By Line and Dine Inc. [Wallace, Dave]

Asked On 2/28/2021 12:36 PM (CT)




Display Settings

Visibility Public - Visible to all suppliers (all suppliers notified via email)

Show Supplier Name No - Do not show Supplier's name on published response

- Once you have answered all questions received, you can publish all answers at the same time (to keep from bombarding bidders with emails). Go to the 'Ready' tab. Click 'Publish.'

Bid Questions

 Add Question
  Publish
  Extract to Excel




Note: Suppliers are notified each time "Publish" is clicked. To minimize supplier notifications, have all questions ready to publish at the same time.

Question Cutoff Date 3/3/2021 02:40 PM (CT)

	Draft	Ready (2)	Published	Ignored	All (2)
Create Date					
Supplier Name					
Question					
2/28/2021		Line and Dine Inc.			what are the allowable materials for subdrain?
2/28/2021		Line and Dine Inc.			what if the completion date is not practical?

- If you received a question by phone or email which you believe would be worth publishing for all bidders, click on 'Add Question' in the 'Questions' tab.

Bid Questions

 Add Question
  Publish
  Extract to Excel

Note: Suppliers are notified each time "Publish" is clicked. To minimize supplier notifications, have all questions ready to publish at the same time.

Question Cutoff Date 3/3/2021 02:40 PM (CT)

- Type the question in the 'Question' box
- Type the answer in the 'Answer' box
- Publish following the same steps as above

Preparing Addendum Documents – Project Manager

- The Project Manager may determine if the questions and answers are important enough to address as part of an addendum.
- Any documents created for an addendum shall be saved in a new folder entitled "ADDENDUM [#]" in the PROJECT MANUAL folder.
- The Project Manager or Designer (Consultant) will fill out the template for the addendum.

Refer to template: [Addendum Cover Sheet](#)

- The date of the addendum is the date it is signed by the Project Manager or Designer. If an addendum is started on one day, but not signed until the next day, the date should reflect the next day's date.
- The number of pages in the addendum does not include any attachments, such as project manual sections or plan sheets. For example, if the addendum cover sheet is two pages long, but there is an attached revised Project Manual Section that is three pages long, the total number of pages is still only two.

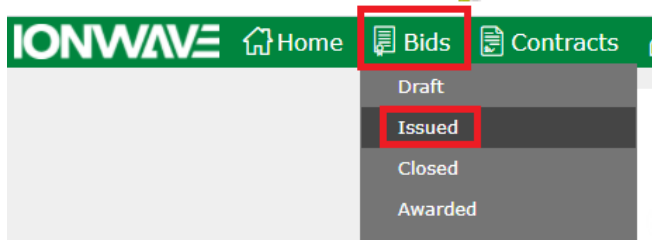
- c. The final, approved version of the addendum shall be signed and sealed by the Designer.
 - d. Save as “[Contract No] Add [#]” in both Word and pdf format.
4. Only project manual sections or plan sheets which have been altered by the Addendum need to be reissued. Insert any revised sheets after the addendum cover sheet pdf and save.
5. If any pay items changed (added, deleted, quantity change, etc), update the EOPC tab in Project Development Guide (PDG). Save the PDG as “[Contract No] PDG Add [#]”.
6. Go to the 300-A-Reference tab in the PDG and refresh the tab. Follow the instructions in the PDG to save as a new workbook entitled “[Contract No] Unit Price Reference Sheet Add [#]”.
7. Once the Project Manager has reviewed and approved the addendum, they will send an email to their program’s Administrative Assistant with links to the following documents:
 - Addendum (pdf) – This should include a signed and sealed addendum cover sheet, which includes a summary of changes, plus copies of altered Plan or Project Manual sheets.
 - Updated Project Development Guide (Excel)
 - Updated Unit Price Reference Sheet (Excel)

Include a detailed listing of any/all changes to the unit price item list in the body of the email, if this is not explicit in the Addendum.

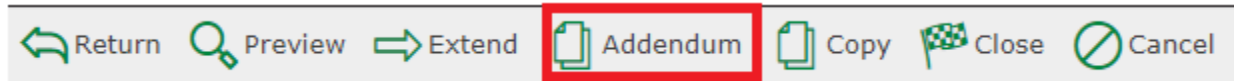
8. The City’s PM is ultimately responsible for the content of the addendum, but there are a few things the Admin should double-check to avoid issuing another addendum later:
 - a. Check the Addendum cover sheet for typos and formatting errors
 - b. Check to ensure everything referenced in the cover sheet is included in the attachments which follow
 - c. Cross-check bid item quantities between the Line Items section of the website, the Plans, and changes made by the addendum. Flag any inconsistencies for the PM.
9. Once the Addendum documents are ready, they can be posted to IonWave for publication.
10. Ideally, an addendum should be issued no later than the Friday before bid opening. Under no circumstances should an addendum be issued less than 24 hours before bids open, even if this means having to re-bid the project.

Posting an Addendum to IonWave - Admin

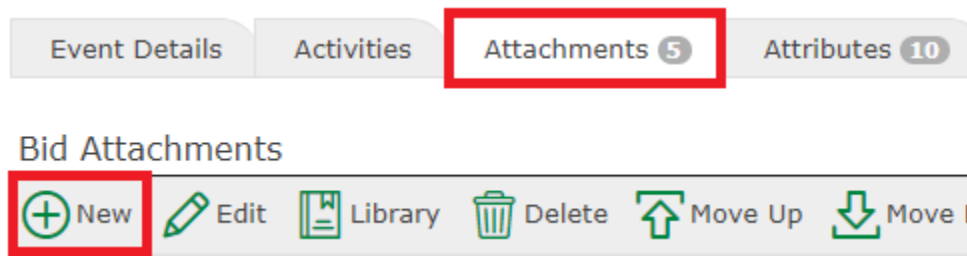
1. Login to <https://citycrbids.ionwave.net> . Go to Bids > Issued, and select the appropriate project, and open it.



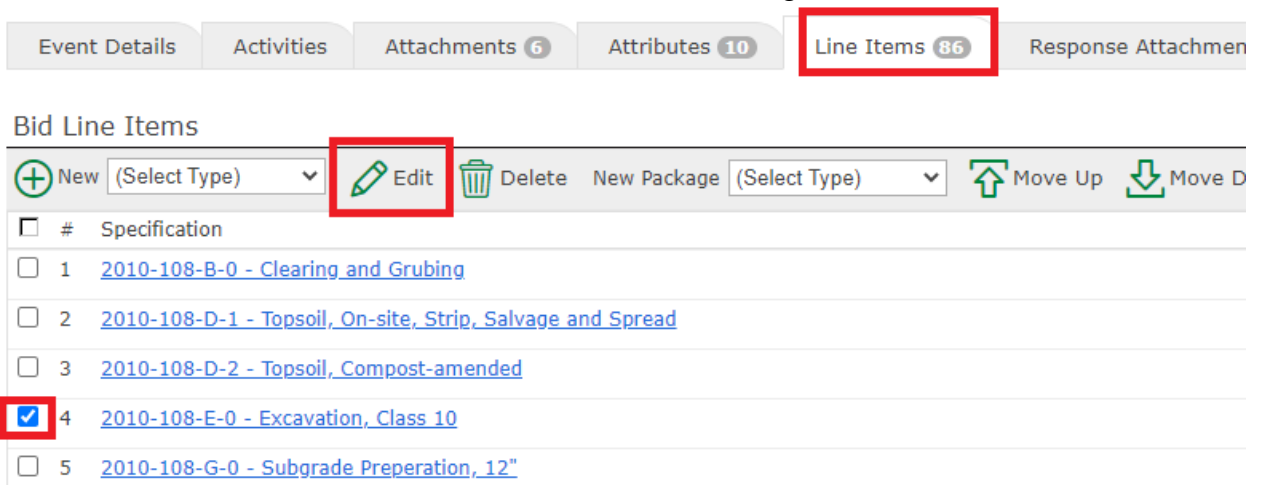
2. Click 'Addendum' on the menu bar up top.



3. Go to the 'Attachments' tab. Click on 'New.' Upload the Addendum PDF (cover sheet, pages and plan sheets, all combined into the same file). If bid item descriptions or quantities changed, also upload an updated 00300-A Reference document in Excel format. Remove the original 00300-A Reference if this is the case. **Do not remove any other documents, even if they were replaced by the addendum.**



4. If a bid item description or quantity has been altered by the addendum, go to the Line Items tab. Click the first item which has been changed, and click 'Edit'



Make the appropriate change, and then click 'Save and Return.' Update any remaining items in the same manner.

5. If a new item needs to be added which did not exist in the original issue of the project, click on the drop-down menu next to 'New,' and choose the appropriate item type.

Event Details Activities Attachments 6 Attributes 10 Line Items 86

Bid Line Items

+ New (Select Type) Edit Delete New Package (Select Type)

UnitPrice-NoAlts

UnitPrice-Alts

UnitPrice-0Allowed

LumpSum

#

1

2

In almost all cases, this will be "UnitPrice-NoAlts." This is a unit price item with no alternate bids allowed. "UnitPrice-Alts" is a unit price item with alternate bids allowed. "UnitPrice-0Allowed" is a unit price bid, with no alternates, which allows a \$0 bid for the item. "LumpSum" is a lump sum item.




6. The City's Project Manager (PM) needs to review the posting before it can be published.
7. Once the PM has approved, click 'Issue' on the menu up top.

Addendum Edit - 3012095 TEST Addendum 1

Return Preview Issue Delete Bid Documents Reassign History

- a. Provide a brief Reason for the addendum (e.g. "updated bid quantities"). No need to go into great depth.
- b. **THIS IS CRUCIAL: Choose 'Unsubmit All Existing Responses'** from the Existing Responses menu. If you choose one of the other two, it may allow an incomplete bid, or delete the bid altogether.
- c. Once ready, press 'Issue.'

Issue Addendum

 Return	 Issue
Bid Number	3012095 TEST Addendum 1
Bid Title	TEST PROJECT - C Street SW from Bowling Street to Han
Bid Security	Sealed
Invitation Style	Public - All matching suppliers
Open Date & Time	2/24/2021 04:14:28 PM (CT)
Close Date & Time	3/5/2021 02:40:00 PM (CT)
Question Cutoff Date	3/3/2021 02:40:00 PM (CT)
Description	<p>Project Description: The Public Improvement, upon wh ADA accessibility improvements, sidewalk installation, wa is \$2,230,000.</p> <p>Early Start Date: 4/12/2021 Late Start Date: 4/26/2021 Milestones: None Final Completion: Completion Date - 10/15/2021</p>
Reason	<div>Updated bid quantities</div> <div> Library</div>
* Existing Responses	<div>Unsubmit All Existing Responses ▼</div>
Copy Plan Holders	<input checked="" type="radio"/> Yes <input type="radio"/> No

Sending Addendum Documents to Rapids and the City Website - Admin

1. If the file is small, email the addendum pdf (includes a signed and sealed addendum cover sheet, which includes a summary of changes, plus copies of altered Plan or Project Manual sheets) to digital@rapidsrepro.com.
2. Documents too large to be emailed may be uploaded through the Rapids Reproductions website. Go to <https://rapidsrepro.com/planroom> > [Upload Files](#).
3. Post a copy of the Addendum in PDF format to the City website under [Public Works' bid letting page](#).

Updating the Plan Set – Project Manager

1. Open the “[Project No] YYMMDD CURRENT PLANS.pdf” in the CONTRACT > DESIGN UPDATES folder.
2. Replace any modified plan sheets and/or insert any new plan sheets and save.
3. As changes are made to the plan set, overwrite the “CURRENT PLANS” and update the date in the file name.