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.

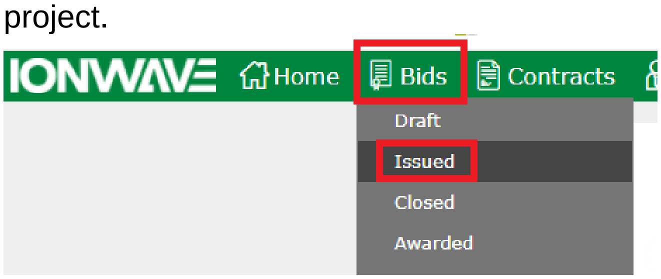
Procedures:
Answering Bidder Questions – Project Manager

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).

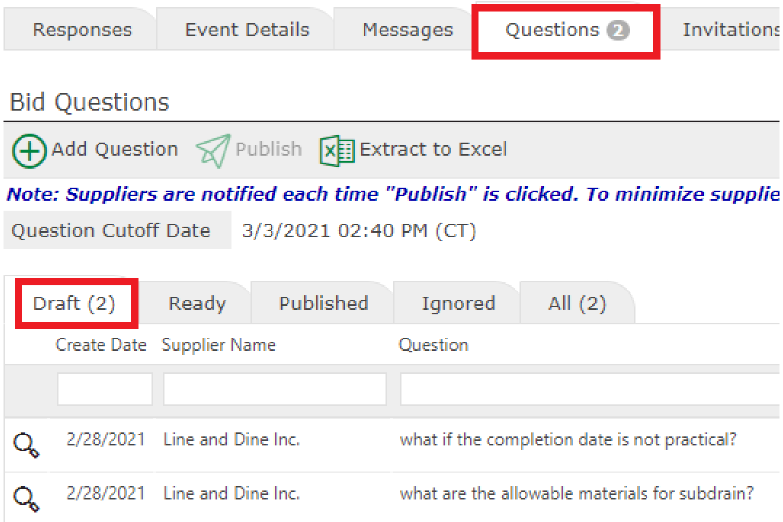
2. It is the Project Manager's responsibility to review and answer questions. All questions should be addressed promptly, as they may affect the contractor's bid.

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.

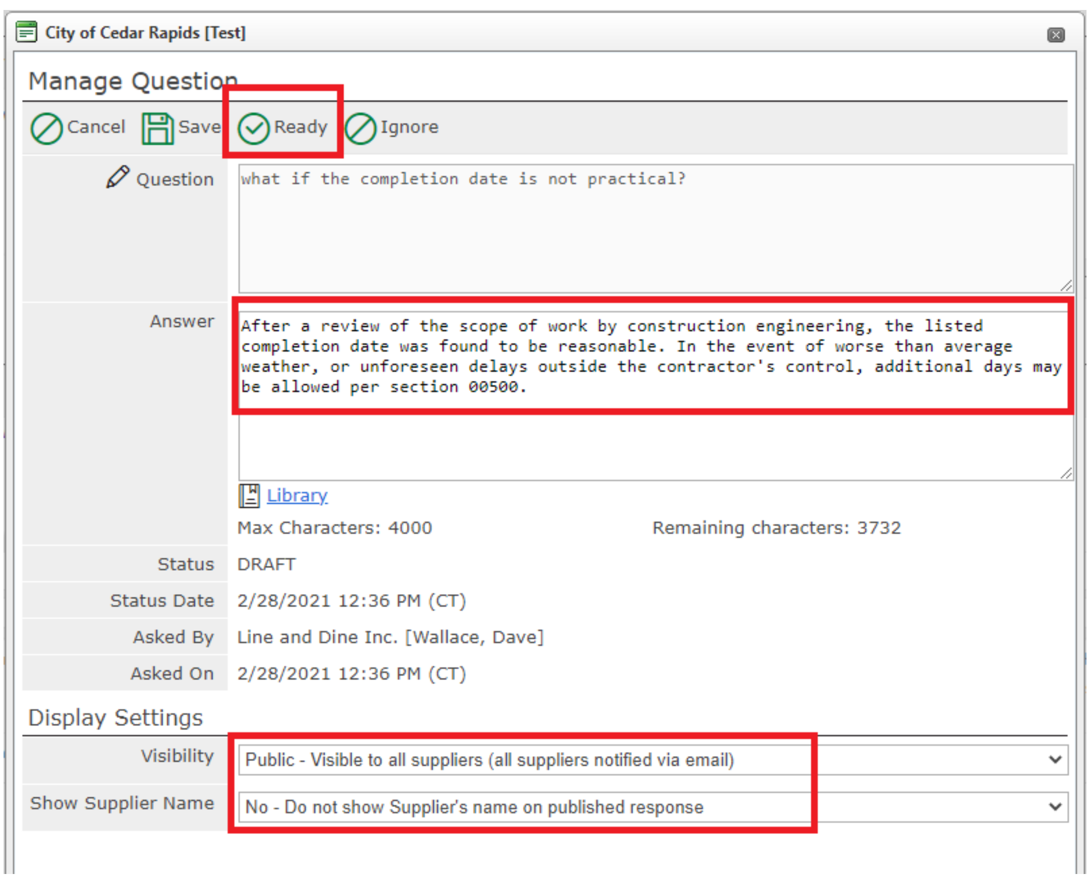
4. To answer a bidder questions, login to the project on https://citycrbids.ionwave.net . Go to Bids > Issued, and select the appropriate project.



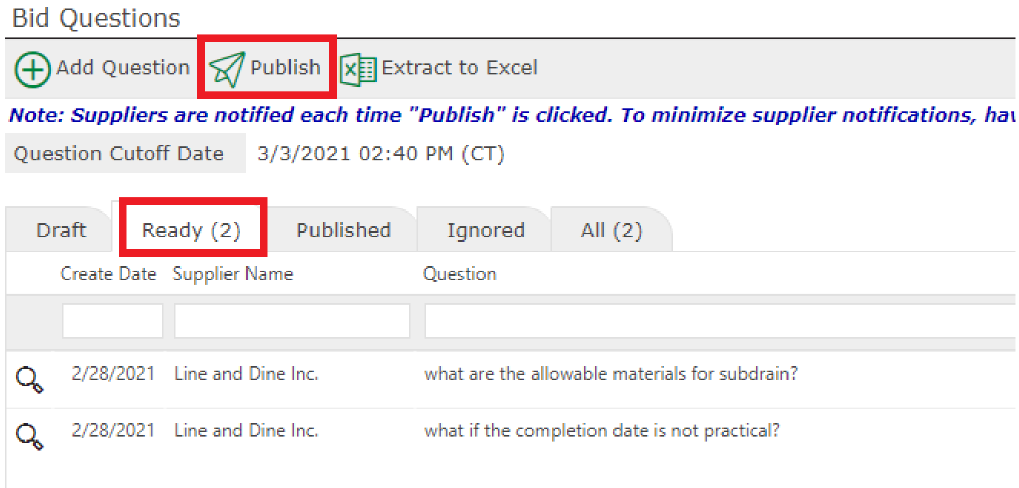
5. Go to the ‘Questions’ tab on the project listing. Unanswered questions will appear in the ‘Draft’ sub-section.



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.



7. 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.’



8. 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.

   a. Type the question in the ‘Question’ box
   b. Type the answer in the ‘Answer’ box
   c. Publish following the same steps as above

Preparing Addendum Documents – Project Manager

1. The Project Manager may determine if the questions and answers are important enough to address as part of an addendum.

2. Any documents created for an addendum shall be saved in a new folder entitled “ADDENDUM [#]” in the PROJECT MANUAL folder.

3. The Project Manager or Designer (Consultant) will fill out the template for the addendum.

   Refer to template: Addendum Cover Sheet

   a. 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.
   b. 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.

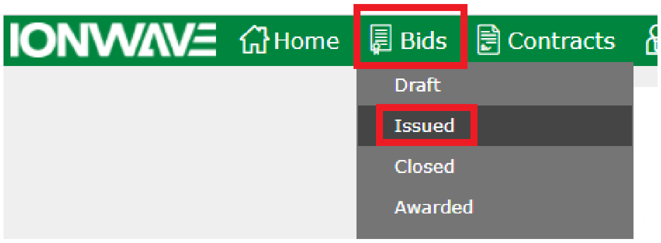
8. The City’s PM is ultimately responsible for the content of the addendum, but there are a few things the Admin should double-check to avoid issuing another addendum later:
   a. Check the Addendum cover sheet for typos and formatting errors
   b. Check to ensure everything referenced in the cover sheet 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 and addendum be issued less than 24 hours before bids open, even if this means having to re-bid the project.

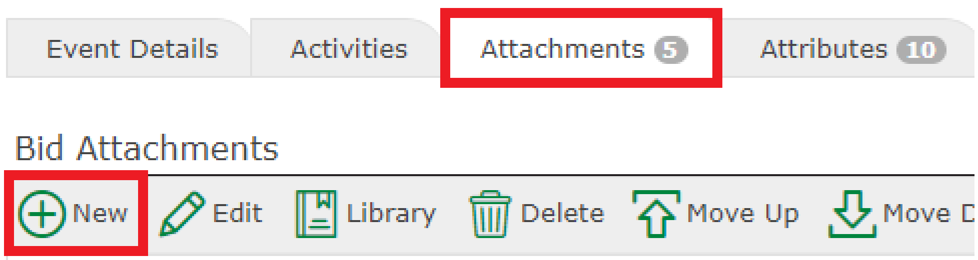
Posting an Addendum to IonWave - Admin

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

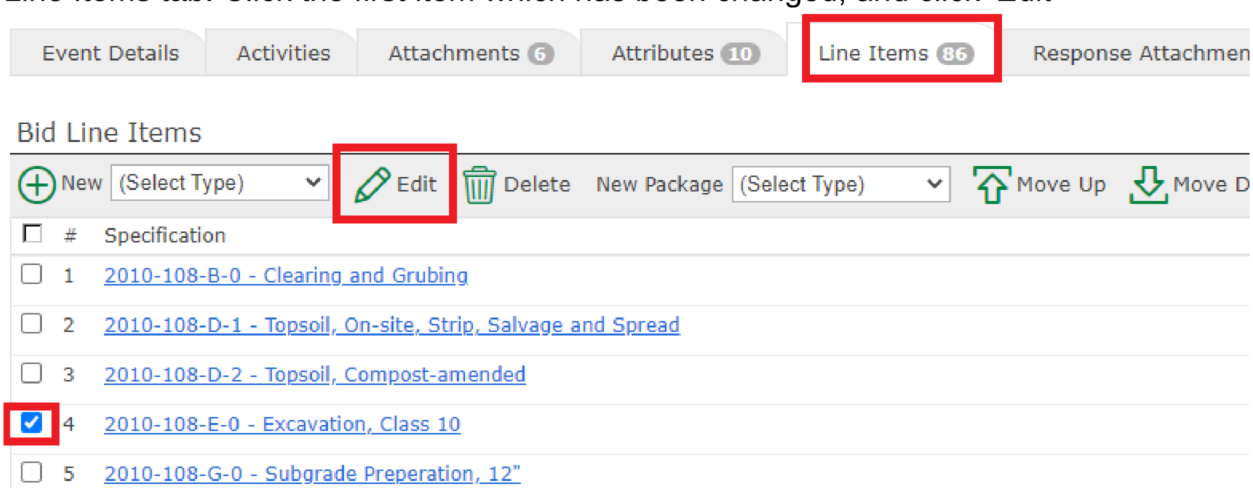


2. Click 'Addendum' on the menu bar up top.

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.**

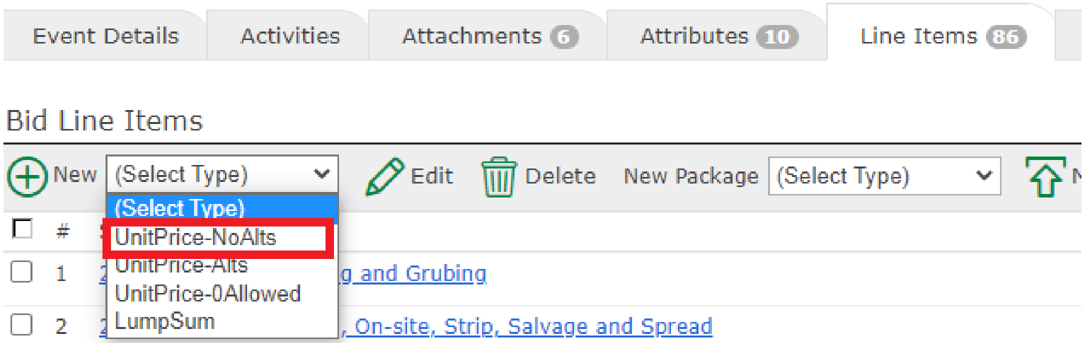


4. If a bid item description or quantity has been altered by the addendum, go to the Line Items tab. Click the first item which has been changed, and click 'Edit'



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

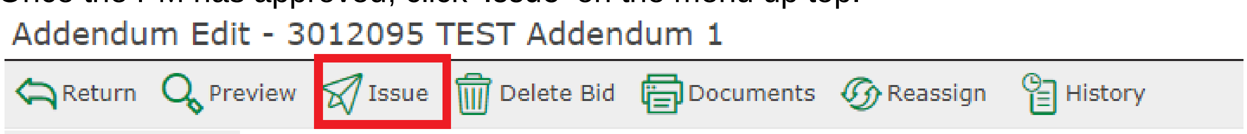
5. If a new item needs to be added which did not exist in the original issue of the project, click on the drop-down menu next to ‘New,’ and choose the appropriate item type.



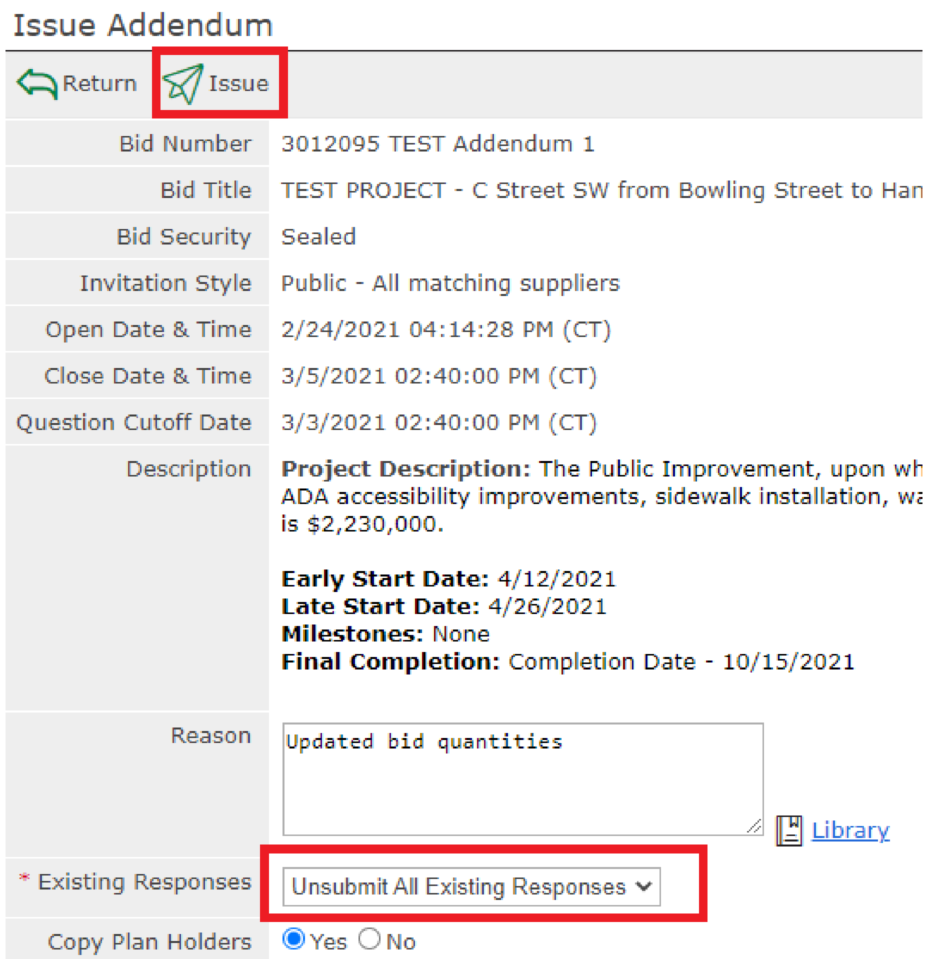
In almost all cases, this will be “UnitPrice-NoAlts.” This is a unit price item with no alternate bids allowed. “UnitPrice-Alts” is a unit price item with alternate bids allowed. “UnitPrice-0Allowed” is a unit price bid, with no alternates, which allows a $0 bid for the item. “LumpSum” is a lump sum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



   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.’



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.