

Pre-Bid Q&A

Recordkeeper Job Aid
Construction Division



Construction Recordkeeper Job Aid

Overview

Texas Transportation Code [§223.001](#), "Contract Requiring Competitive Bids," requires competitive bids for contracts pertaining to state highway improvement and for material used in construction or maintenance on state highways. The Department's processes are designed to stimulate competition and protect against bias or favoritism near the time of the contract award decisions.

In February 2023, all district FTP sites for Pre-Bid questions and answers were replaced with a Pre-Bid Q&A function within TxDOTCONNECT. Once the project is advertised, competitive bidding laws are in effect. Failure to comply with the requirements may compromise the integrity of the competitive bidding procedures, which could require all bids be rejected and the project be relet.

Resources

- *Construction Contract Administration Manual (CCAM)*, Chapter 2 Section 1, "Pre-Award Activities"
- Construction Division Pre-Bid Q&A Guidance document, (internal, Crossroads)

Applications Used

- [TxDOTConnect](#)
- ProjectWise

Reports

- TxDOTConnect Pre Bid QA Report

Pre-Bid Q&A

Transportation projects are released for bidding on TxDOT.gov no later than 21 days before the project's let date. When the project is within 21 days of the letting date (specified "Bid Received Until" time), bidders can submit a question from TxDOT.gov using a Question & Answer (Q&A) form. These questions are routed to assigned contacts within TxDOT to provide a response. Once complete, the

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question and its answer are published on TxDOT.gov for all bidders to review (Tableau [Q&A Response Lookup](#)).

Contract Compliance

Per the CCAM, Chapter 2, “Pre-Award Activities,” Section 3, “Pre-Bid Overview”: “Keep a record of all information provided to the prospective bidder with the project files (electronically or hard copy).”

Locating, Printing, and Filing Pre-Bid Q&A

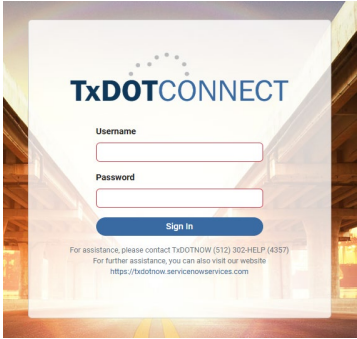
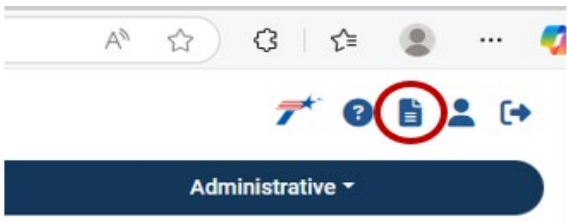
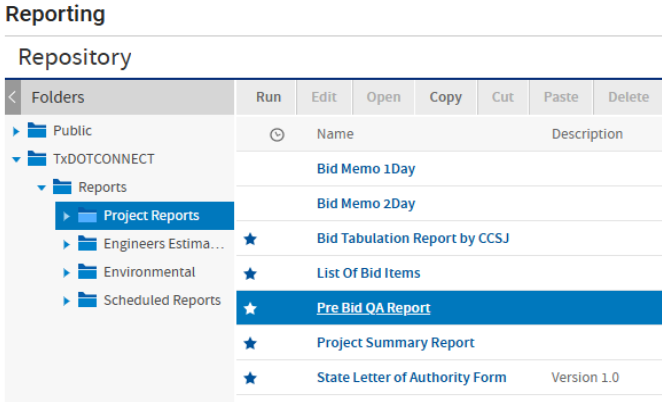
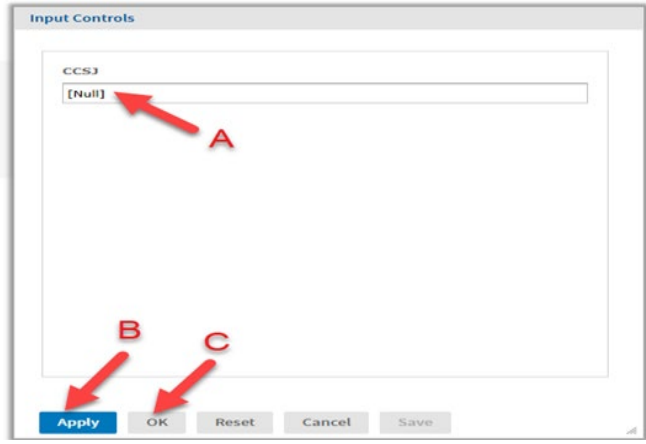
Instructions for [printing Pre-Bid Q&A](#) are given on the following pages within this document.

Best Practices

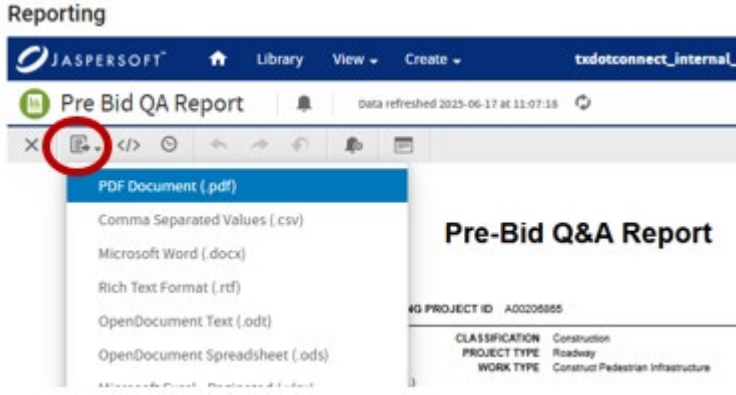
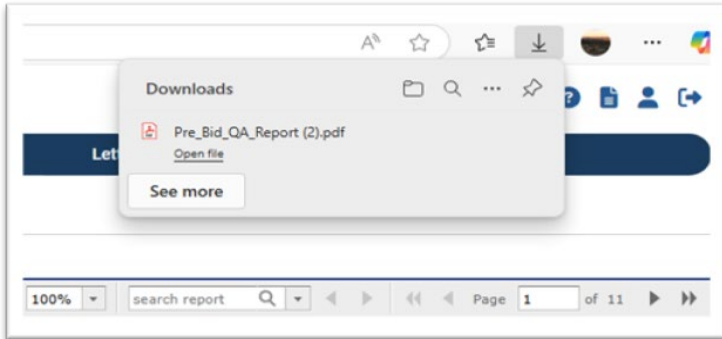
The week after letting, pull the Pre-Bid Q&A report and save with the project documentation. Refer to the Project File Index (internal, Crossroads) for the appropriate file location.

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Printing Pre-Bid Q&A

	<ol style="list-style-type: none"> 1. Access TxDOTConnect. <ol style="list-style-type: none"> A. Enter network username. B. Enter network password. C. Click Sign In.
	<ol style="list-style-type: none"> 2. Click on the Reporting icon at the top right-hand corner of the home screen.
	<ol style="list-style-type: none"> 3. Navigate through the folder structure and click on Pre Bid QA Report.
	<ol style="list-style-type: none"> 4. The Input Controls box will appear. <ol style="list-style-type: none"> A. Click on [Null] and enter the CCSJ. B. Select Apply to populate the report. C. Select OK to view the report

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	<p>5. Using the drop-down menu at the top left corner of the report, export the report to PDF.</p>
	<p>6. A pop-up window will appear in the top right corner once the report has downloaded.</p> <p>Open file and save the file to ProjectWise using the CST recommended naming convention for project records.</p>

For further assistance with this process, email CST-ConstructionSupport@txdot.gov.

For questions regarding Pre-Bid Q&A – TxDOTCONNECT, email the [TxDOTCONNECT Help Desk](#).