



# INDIANA DEPARTMENT OF TRANSPORTATION

*Driving Indiana's Economic Growth*

## Design Memorandum No. 22-11

July 7, 2022

**TO:** All Design, Operations, and District Personnel, and Consultants

**FROM:** /s/ Elizabeth Mouser  
Elizabeth Mouser  
Highway Engineering Director

**SUBJECT:** Pre-Bid Meeting Information

**EFFECTIVE:** Lettings on or after October 1, 2022

Pre-bid meeting notification and sign-in sheet templates have been created to ensure consistent information is provided to bidders and Contract Administration personnel when a pre-bid meeting is held prior to letting. The INDOT project manager in conjunction with district Construction will determine if a pre-bid meeting will be held and whether it is mandatory or optional.

Where a pre-bid meeting will be held, the designer should complete the pre-bid meeting notification form and upload it to ERMS with the Final Tracings package. The project manager must coordinate with the Contract Administration Planner prior to submitting the pre-bid information. The information will be added to the contract information book. For contract lettings prior to October 1st that include a pre-bid meeting, designers should work with their project manager to ensure the notification and meeting minutes have sufficient information.

After the pre-bid meeting, the meeting minutes and sign-in sheet must be uploaded to ERMS and posted with the contract document additional information so that it can be referenced by bidders.

The Final Tracings Checklist and Project File Naming Conventions documents have been revised to reflect this requirement. Those documents and a pre-bid template are available from Department's Editable Documents webpage at <https://www.in.gov/dot/div/contracts/design/dmforms/>, under Design Submittal. An example Pre-Bid Meeting Notification form is included for reference on the following page.

For questions related to this design memo please contact the Contract Administration Division Planner, Susan Languell at [slanguell@indot.in.gov](mailto:slanguell@indot.in.gov).

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**PRE-BID MEETING**

- Pre-bid meeting is optional
- Pre-bid meeting is mandatory. Contractors will not be able to bid unless they attend the pre-bid meeting.

**DATE:** 06/10/2003

**TIME:** 9:00 a.m. Eastern Standard Time

**LOCATION:** Indiana Government Center South  
Auditorium  
402 W. Washington Street  
Indianapolis, IN 46204

Microsoft Teams Meeting Link

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_Mzc3YzgzOGEtM2RlOS00MzE1LWJjMTQtMDM5NDY2MThlNzg0%40thread.v2/0?context=%7b%22Tid%22%3a%222199bfba-a409-4f13-b0c4-18b45933d88d%22%2c%22Oid%22%3a%22adc66add-f6b5-4c20-82ac-6bbaf63f4ae%22%7epm](https://teams.microsoft.com/l/meetup-join/19%3ameeting_Mzc3YzgzOGEtM2RlOS00MzE1LWJjMTQtMDM5NDY2MThlNzg0%40thread.v2/0?context=%7b%22Tid%22%3a%222199bfba-a409-4f13-b0c4-18b45933d88d%22%2c%22Oid%22%3a%22adc66add-f6b5-4c20-82ac-6bbaf63f4ae%22%7epm)