



1-15 TELEPHONE CALLS FROM CONTRACTORS & SUPPLIERS

General

The need for documenting telephone calls is discussed in Memo to Designers 1-38. Special procedures for handling telephone calls from contractors or suppliers during the project advertising and construction stages are discussed in this memo.

The bridge plan sheets display names of the design and specification engineers. Contractors, fabricators and suppliers sometimes call these people directly rather than the proper person, i.e., Structures' Specifications Engineer, District Contact person, or Resident Engineer. To avoid confusion and claims, everyone taking one of these calls should use the following procedures:

During Advertising Stage

Calls pertaining to bridge work from bidders during the advertising stage should be referred to the Duty Senior, Specifications and Estimates Branch, telephone (916) 227-8770. This will ensure uniform treatment of all bidders and will trigger the timely issue of addenda or other actions when necessary to correct errors in the contract documents. Calls related to building (architectural) work should be referred to (916) 227-8265.

After Contract Award

Except for questions related to shop plans and working drawings, all answers to Contractor's questions during the construction stage should be made by the Resident Engineer. Questions involving shop plans and working drawings should be handled as discussed in Memo to Designers 11-1 and 12-1.

Richard D. Land
Bridge Design Branch A

Shannon H. Post
Bridge Design Branch B

Michael A. Barbour
Bridge Design Branch C

RFB:(osp)

Memo converted to metric.
Supersedes Memo to Designers 1-15 dated May 1989.