



PLAN ROOM FREQUENTLY ASKED QUESTIONS

Q: I'm a first time user to the planroom but when I log into the Plan Room I cannot view anything. What should I do?

A: If you are a first time user to the Plan Room you must be invited to projects from all departments in order to start getting them on a regular basis. You can contact Brian Hernandez at 816-513-0809 or by email at brian.hernandez@kcmo.org. This will be only for the initial invitation, after which you will start getting notifications on a daily basis.

Q: Can I only view projects based on the CSI Codes that I select?

A: No, the plan room will send you a notice for any and all projects regardless of what CSI Codes you checked off.

Q: Can prime contractors find me based on what CSI Codes I checked off?

A: Yes, all the CSI Codes you checked at the time you set up your account will be how contractors will locate you.

Q: Can I view who is intending to bid on a project as a Prime Contractor?

A: Yes, please contact Brian Hernandez at brian.hernandez@kcmo.org or by phone 816-513-0809 and you will receive a list of who is intending to bid on projects. You will have to ask about a project by project basis.

Q: Can I search projects just by my scope of work?

A: Yes, go to "Search Documents" tab of your profile and just type in the keyword for the scope of work that you are looking for.

Q: Can I check messages that I receive about any changes, addenda, and so forth on a project?

A: Yes, go to your "Message" tab and view messages that have been sent to you to alert you of any changes or updates on a project.

Q: How many departments will I get notifications from?

A: You will receive notifications from Water, Aviation, General Services, Parks/Recreation, Economic Development Council (EDC) and KC Streetcar Constructors. If you are not getting notification from one of these groups, please check the Department tab on your profile and make sure all six departments are on top of the page under the Accepted Department Invites.

Q: How can I stop getting these emails sent to me if I do not wish to be on the bid list?

A: To stop the emails, Click on “My Profile” on the top right corner of the page and delete your account.

Q: Can I see the bid results of a project?

A: Yes, the bid results can be located by selecting Active Project and hit the search button. Once a project has been awarded it will be posted by the Contract Administrator of that project here.

Q: Where are the plans/specifications and addendums located for my viewing?

A: Go to My Search Projects tab and on the left side of the page under the bid date look for Plans & Specs or addendums in blue.

Q: Can I view projects that are Bidding, Active or have been Archived?

A: Yes, you can view projects by selecting one of three choices Bidding, Active, and Archived on the Search Projects tab and then hit the search button.

Q: If I have questions about the scope of work on a project who can I call?

A: You can contact the Project Manager either by phone or email. Each project has a Project Manager. Their name is listed below the project title.