

# CREATING ADDENDA

Revised (August 18, 2016)

YOU MUST HAVE A SIGNED COVER LETTER FROM THE PROJECT MANAGER OR REGION PRECONSTRUCTION ENGINEER WITH THE SUBMITTAL OF ANY ADDENDUM. PLEASE USE THE ADDENDA WIZARD TO CREATE THE COVER LETTER, AND CALL REGION PM OR PM SPECIALIST IF YOU NEED FURTHER INSTRUCTIONS. THE ADDENDA WIZARD CAN BE FOUND AT THE FOLLOWING LINK: <http://eprpw.dot.utah.gov/Applets-Production/AddendaWizardAuto/>

1. Make sure that all items being changed or added are included in the Addenda Cover Letter. Bid Opening change, Measurement and Payment, Special Provisions, Plan Sheets etc. Cover Letter must be sent to the region in WORD format so that any necessary adjustments can be made. It will then be placed on Region letterhead for PM's signature and converted to a pdf document for the final copy of the addendum.
2. We recommend addenda be processed no later than 24 hours in advance to postpone a Bid Opening date.
3. **Spec changed and Special Provisions:** Have independent verification of changes being made to the Special Provisions.
  - a. If revised, mark what has been revised with a **vertical line to the right hand side of the margin.**
  - b. Any Special Provision additions or deletions will need to be indicated on the "Table of Contents." (See examples at the end of this information).
  - c. All Special Provisions should be sent to the region in pdf format.
4. **Plan Sheets:** Make sure a revised note is in the revision block, check for correct sheets and correct sheet numbering.

On all Plan Sheet changes 8 ½ x 11 or 11 x 17 sheet(s), change(s) should be identified with a cloud around the changed detail. **A small triangle with a number inside, representing the number of revision, goes near the cloud and is also placed in the Revisions Table which must be used to indicate where the change(s) is located on the sheets.** The cloud represents a change associated to that addendum. On the "Revision Table" make sure all required information is completed. All Plans should be sent to the region in pdf format.

It is the responsibility of the designer to ensure the addenda that contains changes, updates, edits, additions or deletions of plan sheets are updated as part of the awarded plan set prior to award.

If this project contains an addenda effecting plans, please contact the project designer to create an awarded plan set including new signatures.

Once the awarded plan set is updated accordingly, the file needs to be entered by the designer into ProjectWise according to the Advertising Naming Convention.

**Engineer's Estimate:** All necessary changes to the Engineer's Estimate will require the Region and Consultant to notify the Advertising Section to open the PDBS System for all necessary changes. Engineer's Estimate will only remain open for 3 business days unless the Advertising Section is otherwise notified. Once changes have been completed it will be the Region & Consultant responsibility to notify the Advertising Section to immediately close the project (the Engineers Estimate is locked to protect the project). The Advertising Section will then print a new Engineer's Estimate and download a new Bidder's Schedule. The Bidder's Schedule change will need to be included in the addendum cover letter created by the Region or Consultant, but a copy of the new Engineer's Estimate should **not** be included in the addendum packet. The corrected Bidder's Schedule will be posted on web-site project table by the Advertising Section. Changing the Engineer's Estimate may affect the **PROJECT DBE Goal**. It is mandatory to call Stacy Frandsen @ (801-965-4344) or Judy Romrell @ (801-965-4208).

5. Put all pages pertaining to the Addendum in order. The order is to be the same as the Table of Contents. Another addendum may occur if an item is left out of the first addendum. This may create a bid open date change.
6. Advertising Section must be notified of Bid Opening changes. They will make necessary changes in PDBS and post the corrected Bid Opening date to web-site project table. (See Example of cover letter to address Bid Opening change.)
7. FHWA has a memorandum of understanding on mandatory pre-bid meetings. The pre-bid meeting is more effective if held no earlier than the middle of the second week. This allows bidders time to review the project prior to meeting and time to adjust their bid.
8. Decide what needs to be stated on the Addendum cover letter: Each change is listed separately; a brief but concise explanation is needed. Try to keep it to one page. (See Example of cover letter, page's 5, 6 & 7.)
9. Prior to sending the ProjectWise Addenda link contact Bob Peterson ([bobpeterson@utah.gov](mailto:bobpeterson@utah.gov)) to set up any CADD files (.dgn) or support files(i.e. video) that have been modified by the addendum if applicable.
10. The completed addenda must be in PDF format and sent to [Construction Advertising Section](#) by the PM or PM Specialist. The cover letter should be on letterhead with the Project Manager's signature. (See Example of cover letter, page's 5, 6, & 7.)
11. Region **proofread everything** with someone who knows the process. Feel free to ask

questions of the Advertising Section.

- a. All changes need to be proofread.
  - b. Check cover letter for errors - Date, project numbers, description, addendum number and general contents.
  - d. Check special Provisions- dates, revision indicated by a **vertical line to the right hand side of the margin.**
  - e. Check plans – numbering and revision indicated by **clouds** and **triangles**.
12. Advertising Section receives the cover letter signed by the Project Manager. The complete addendum package **MUST** be E-mailed to ([advertiseconstruction@utah.gov](mailto:advertiseconstruction@utah.gov)) and cc Deni Archuletta ([darchuletta@utah.gov](mailto:darchuletta@utah.gov)) with a ProjectWise link. Prior to sending the ProjectWise Addenda link contact Bob Peterson ([bobpeterson@utah.gov](mailto:bobpeterson@utah.gov)) to set up any CADD files (.dgn) or support files(i.e. video) that have been modified by the addendum if applicable. The Advertising Section will review verifying all items have been covered in the addendum. The Advertising Section will e-mail signed PDF copy, FAX and place on the web-site table.
13. The Advertising Section may issue Addenda upon the request of the Deputy Construction Engineer, the Construction Engineer, or a Wage Rate change.
14. Upon receipt of the Addendum the Contractor needs **11 calendar days** to receive and review changes before Bid Opening. Advertising Section also needs **2 working days** for processing. The addendum must be received **11 calendar days** before **Bid Opening**.

#### **POLICY AND PROCEDURE STATEMENT**

Addenda to bid proposals will be kept to a minimum, and must be e-mailed and transmitted by facsimile (FAX) at least 11 calendar days preceding the scheduled bid opening date. Addenda will also be posted on the Utah Department of Transportation web-site project table.

14. Federal Guidelines regarding Wage Rates can be changed up to 10 days before Bid Opening.

## CALENDAR

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3 Advertising <u>2 Working Days</u>	4	5 The <u>11 calendar days</u> allowed for Contractors under UDOT Policy & Procedure	6
7	8	9	10	11	12	13
14	15	16 <u>Bid Opening</u>	17	18	19	20

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Advertising Package should arrive to Advertising Section Wednesday and Program Finance Monday Prior to Advertising.	1	2	3 Sent to the Legal Ads by 8:00a.m.	4	5 Appears on UDOT Construction website	6 Appears in the Legal Ads
7	8	9	10	11	12	13
14	15	16	17 Possibly Pre-Bid Meeting Scheduled	18	19	20
21	22	23	24	25	26	27
28	29	30 FHWA or UDOT large State Projects Bid Opening	31			

EXAMPLE ONLY - Revised (01-08-09)

This is an example. All addendum cover letters should be created through the Addenda Wizard and sent to the region in WORD format, then placed on UDOT letterhead for PM's signature.

**NOTE: We recommend that addendums be processed 24 hours in advance to postpone a Bid Opening date or last minute changes.**

\_\_\_\_\_, 2015

TO ALL BIDDERS CONCERNED:

SUBJECT: (Project No):  
(Pin No):  
(Description):  
Addendum No.

To Whom It May Concern:

We are submitting the following changes to the subject project.

1. The Bid Opening has been revised. The Bid Opening date has been changed from January 27, 2009 to February 3, 2009.

**EBS requires you to change the “Bid Date” on your “Project Item Bid Detail” window. If you do not change the date, your bid will not be downloaded for “Bid Opening”.**

2. The DBE Goal was \_\_\_\_\_% changed to \_\_\_\_\_%.

**EBS requires you to change the “Project DBE Goal” on your “Project Item Bid Detail”. If you do not change the “Project DBE Goal”, your bid will be declared non-responsive.**

3. The “Table of Contents” has been revised. Special Provision 01452S “Profilograph and Smoothness” has been added. [Mandatory to send in every revised copy of Table of Contents - This is used when processing Awarded Contractors.](#)
4. The “Notice to Contractors” has been revised. The completion date was changed from 130 Working Days to 130 Calendar Days.
5. Wage Rate changes ([Construction Division responsibility.](#))

A revision to the Utah General Wage Rates for Highway Construction Projects, General

Decision No. UT010024(?) Modification No. (?) will supersede the present Decision No. UT000024(?) Modification No. (?) .

6. The “Bidding Schedule” has been revised.

**Bidders Schedule must download the revised Bidder’s Schedule “Bid Item Version \_\_\_\_\_” from the UDOT website at <http://eprpw.dot.utah.gov>**

Item No. 17, 023180010 “Small Ditch Excavation” quantity has been changed from 360 m3 to 9,799 m3.

Item No. 34 02223000\* “Dispose of Asphalt Pavement (Lump Qty: 22500 sq ft)” has been changed to Dispose of Asphalt Pavement (Lump Qty: 657000 sq ft).

Item No. 112 020560025 “Granular Backfill Borrow” has been revised from 1350 cu yd to 205 cu yd.

Item No. 133 02891040 “Sign Type A-1, 24 inch X 12 inch” has been changed to 02891004P “Auxiliary Sign Type P-1 24 inch X 12 inch”.

7. Enter a fixed unit price of 1¢ for Bid Item No 62, 05831002\* “Expansion Joint Modification (Bridge Deck).” This item is duplicating Bid Item No 63, 0583100#\* “Expansion Joint Modification (Strip Seal Gland Replacement).

8. The “Measurement and Payment” has been revised.

Item 02316002\* Roadway Excavation (Plan Quantity) on page 3 of 10 has been revised from measurement in final position to original position.

Item No. 2 01315010P “Public Information Services” has been changed to 01315010\*. This also had #3 added to bullet A and bullet B and have been changed. Bullet D has been deleted.

9. A clarification concerning the Traffic Control and comments made at the Mandatory Pre-Bid Meeting. Acceptable traffic control does not necessarily require the use of concrete barrier as long as all specifications and standard drawings pertaining to Traffic Control are adhered to.

10. PDBS Project Summary Report has been revised.

Indicate Page No., Item No., 9 Digit No. and Description.

11. PDBS Project Detail Stationing Summaries has been revised.

Indicate Page No., Item No., 9 Digit No. and Description or Note change.

12. Special Provision 00555M “Prosecution and Progress” has been revised. (If revised mark what has been revised with a vertical line out to the right hand margin indicating the change.)

13. Special Provision 01452S “Profilograph and Smoothness” has been added. (Note: This will cause a change in the Table of Content.)

14. Special Provision 02961M “Rotomilling” has been revised.

15. Special Provision 02969S “Optional Use of Reclaimed Asphalt Pavement” has been added.
16. Plan Sheet 1B has been revised. **On all Plan Sheet changes 8 ½ x 11 or 11 x 17 sheet(s) change(s) should be identified with a cloud around the changed detail. A small triangle with a number inside that goes near the cloud and is also placed in the Revisions Table which must be used to indicate where the change(s) is located on the sheets. On the “Revision Table” make sure all required information is filled in.**
17. Plan Sheet SCH-1 “Seeding Schedule” has been added.

Please consider these revisions before submitting your bid.

(Mandatory clause below required if the size of the addendum is large).

**\*\*\*DUE TO THE SIZE ONLY THE COVER LETTER WILL BE FAXED.**

(The next 2 clauses are mandatory on **all** addendums).

**\*\*\*ADDENDUM IS AVAILABLE AND MAY BE DOWNLOADED FROM THE UDOT WEBSITE AT <http://eprpw.dot.utah.gov>**

**RECEIPT OF THIS ADDENDUM MUST BE ACKNOWLEDGED WHEN YOU SUBMIT YOUR BID. YOUR BID WILL BE DECLARED NON-RESPONSE IF YOU DO NOT ACKNOWLEDGE THIS ADDENDUM.**

Sincerely,

UDOT Project Manager

Attach.

5. Maintain a minimum lane width on I-15 mainline of 11 feet and inside and outside shoulder widths of 2 feet each at all times. Also provide a minimum of 2 feet of lateral offset to any barrier, parapet wall or permanent structure, in addition to the 2 foot shoulder at all times.
6. Limit total length of lane closures to a maximum length of 5.5 miles in each direction of I-15 during traffic crossovers. Limit total length of lane closures to a maximum length of 4.5 miles in each direction of I-15 without traffic crossovers. These distances include taper and traffic crossover lengths. The closure scenarios described above cannot occur simultaneously.
7. Maintain access to all exit and entrance ramps at all times with the exception to the allowed closures defined below:
  - a. Exit 112
    - 1) The northbound entrance ramp can be closed one time for a maximum of ten (10) consecutive calendar days. Lane Rental will be charged when ramp is closed.
  - b. Exit 120
    - 1) The northbound exit and entrance ramps can be closed one time for a combined maximum of fifteen (15) consecutive calendar days. Lane Rental will be charged when these ramps are closed.
    - 2) The southbound exit and entrance ramps can be closed one time for a combined maximum of fifteen (15) consecutive calendar days. Lane Rental will be charged when these ramps are closed.
    - 3) Northbound and southbound ramp closures cannot occur simultaneously.
8. Do not close the northbound entrance ramps at Exit 112 and Exit 120 interchanges simultaneously.
9. Maintain at least one lane of traffic on the Manderfield Road over the Manderfield Interchange (Exit 120) at all times.
10. Maintain at least one lane of traffic on the county road/frontage road (west of the interstate near Exit 120) at all times, with exception to the allowed closure defined below. Contact the Beaver County Road Superintendent, Cory Beebe at (435) 463-2679, 2 weeks prior to doing any work on the country road/frontage road.
  - a. One 12 hour closure is allowed on this road. Provide Cory Beebe 2 weeks' notice before closure.
11. No mainline traffic is permitted on rubblized or rotomilled surfaces, or on Hot Mix Asphalt (HMA) surfaces less than 5 inches thick.

**SURFACING SUMMARY**

LINE	STATION		LENGTH FEET	RUBBLIZATION (PLAN QUANTITY)		ROTUMBLING		UNGRADED BASE COURSE SOFT SPOT		BORROW SOFT SPOT		GRANULAR BORROW (PLAN QUANTITY)		BASE COURSE (PLAN QUANTITY)		HOT MIX ASPHALT (150 LB/FT)		STONE MATRIX ASPHALT (PG 70-29)		REMARKS	
	FROM	TO		AVG WIDTH FEET	AREA SQ YD	AVG WIDTH FEET	AREA SQ YD	CU YD	CU YD	AVG WIDTH FEET	DEPTH IN	VOL CU YD	AVG WIDTH FEET	DEPTH IN	VOL CU YD	AVG WIDTH FEET	DEPTH IN	VOL CU YD	AVG WIDTH FEET		DEPTH IN
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