
Changes after Plan Turn-In

Design Manual

Chapter 1

General Information

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On the day of Contracts Turn-In, the Office of Contracts begins preparing plans for letting. Any changes made after this date can cause major conflicts between the plans and the proposal form. Even minor plan revisions can have significant impacts on project costs and biddability of the plans. In order to prevent these errors, it is crucial that the Office of Contracts be kept aware of all changes made to the plans.

Changes within the Two-week Change Period

The Office of Contracts provides a two-week change period following the turn-in date to allow for revisions to the plans. If changes are needed after the two-week period, an addendum may be required.

When changes are required within the two week change period:

- Call or email the Office of Contracts as soon as possible to inform them of the proposed plan changes.
- Draft the changes and create new PDF files of all the affected sheets.
- Prepare copies of the revised sheets and highlight ALL changes. Highlighted copies can be prepared electronically and sent via email or printed to paper and hand-delivered to the Office of Contracts team leader responsible for the project:
 - Krandel.Jack@dot.iowa.gov for projects in District 1, 2 or 3
 - Scott.Hanson@dot.iowa.gov for projects in District 4, 5 or 6
- Check with the Office of Contracts to determine how the revised sheets should be submitted.
 - If there are few PDF files, submit the revised sheets as single PDF pages. The Office of Contracts will incorporate them into the multi-page PDF of the entire project.
 - If there are many PDF files, incorporate the revised sheets into the original multi-page PDF that was submitted at Contracts Turn-In and submit the new multi-page PDF to the Office of Contracts.
- Submit the revised sheets by placing them in the correct Contract ID folder under <W:\Highway\Contracts\PlanTurnIn>.
- Send an email to Scott.Hanson@dot.iowa.gov notifying him that the revised sheets are available.

Changes after the Two-week Change Period

If a change is required after the Office of Contracts' allowable change period, an addendum may need to be written. Addenda are the least desirable method of making plan changes because if any one of the planholders fails to receive an addendum, the Department could be forced to pull the project from the letting. Therefore, it is the Office of Contracts' responsibility to determine whether a proposed change warrants the risk associated with issuing addenda.

When a problem with the plan is discovered after the two-week change period:

- Notify the Office of Contracts immediately. Often an addendum can be avoided by incorporating the changes into the plans, the proposal form or another addendum.
- Document all required changes and arrange all details on 8½"x 11" PDF sheets. Email this information to the Office of Contracts team leader responsible for the project:
 - Krandel.Jack@dot.iowa.gov for projects in District 1, 2 or 3
 - Scott.Hanson@dot.iowa.gov for projects in District 4, 5 or 6