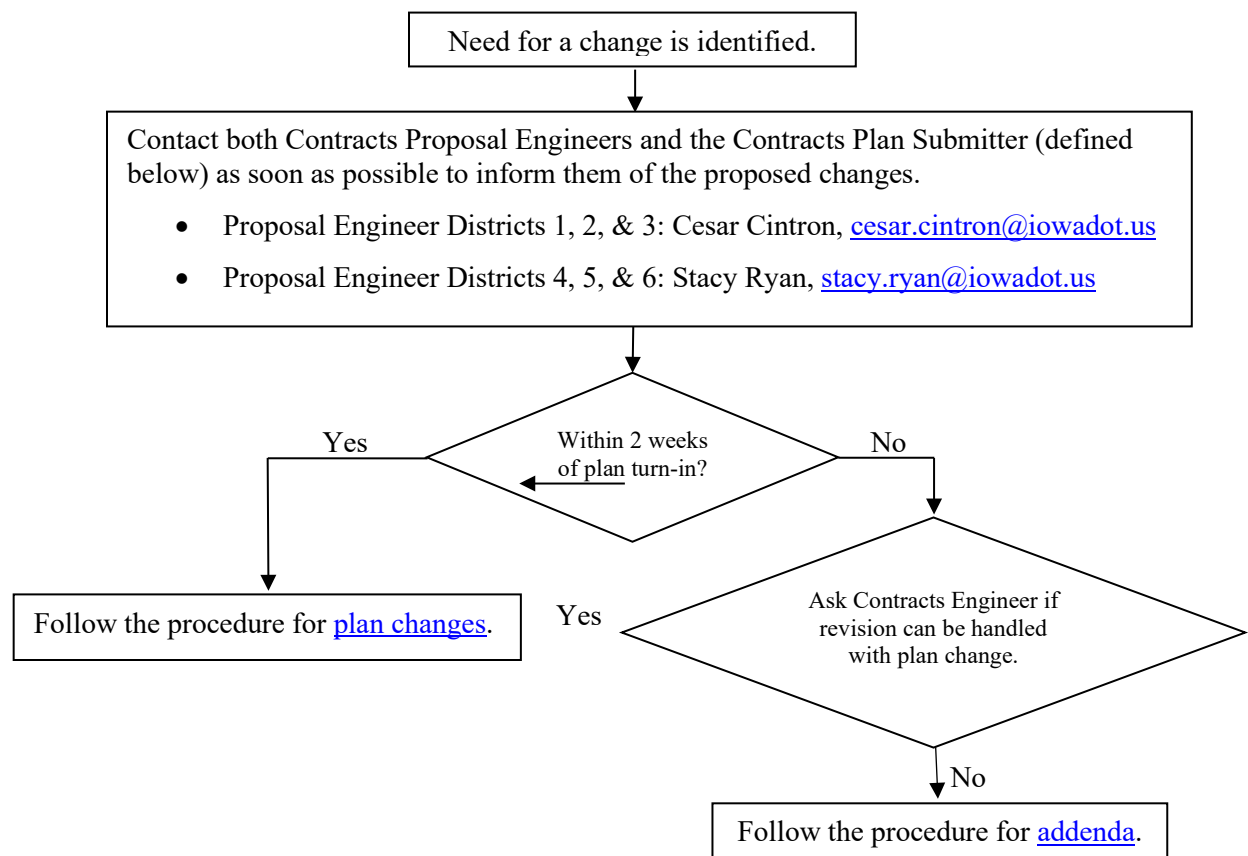


## Plan Changes and Addendums

Originally Issued: 11/27/19

Updated: 7/30/2025

On Contracts Turn-In day, the Contracts and Specifications Bureau, referred to as Contracts for the rest of the document, begins preparing plans for letting. Changes made after this date can create conflicts between the plans and the proposal form. Contracts must be kept aware of all changes made to the plans to prevent these conflicts from occurring. Even minor plan revisions can have significant impacts on project costs and bidability of the plans. The flowchart below outlines the process for addressing changes after plan turn-in.



### Plan Changes

Plan changes are for changes required within two weeks after plan turn-in or when a Contracts Proposal Engineer advises a plan change. A plan change should be minor with few changes. If larger changes (more than 10 bid item changes) are required it is advisable to see if a project could be moved to another letting.

Plan changes should be submitted to the Contracts Proposal Engineers by the Contracts Plan Submitter, the person who is responsible for turning in the letting plans to Contracts.

Designer:

Send the following to the Contracts Plan Submitter

- Updated electronic plan set (no highlights of changes)
- Electronic highlighted/ redlined sheets that contain Estimate Project Quantities tabs that change bid items and/or quantities, if changes affect bid items and/or quantities.

Contracts Plan Submitter:

- Place new entire plan set, **named the same as at plan turn in (do not add any other characters to the name)**, in W:\Highway\Contracts\PlanChanges
- Email the Contracts Proposal Engineers after submitting the entire new plan set. In the email include project number and letting date. If changes affect bid items and/or quantities, attach a pdf file(s) showing highlighted bid item and quantity changes to the email (only highlight what changed). If bid items are removed, note them in red. See sample email below.

### Sample Email Text:

To: Contracts Proposal Engineers

Subject: Plan Changes: County, (Project number here), (Letting Date: here)

A complete new plan set, (New Plan Set name here- name should be the same as what was initially turned in), has been placed in the W:\Highway\Contracts\PlanChanges folder.

Attached are plan sheets that changed bid items with the changes highlighted or noted or There are no changes to bid items or quantities

## Addenda

An addendum may need to be written if a change is required more than two weeks after plan turn-in. Addenda are the least desirable method of making plan changes because if any one of the plan holders fails to receive an addendum, the Department could be forced to pull the project from the letting. Therefore, it is Contracts' responsibility to determine whether a proposed change warrants the risk associated with issuing addenda.

**Please note, It is advisable to complete all addendums more than a week prior to letting.**

When a problem with the plan is discovered more than two weeks after plan turn-in, contact Contracts Proposal Engineers. A plan change may still be possible two weeks after turn in, if allowed follow the plan change instructions above.

If an addendum is necessary, complete the following steps:

- Produce updated PDF sheets that fix the errors.
- On the newly produced updated PDF sheets highlight ALL things that were updated on each sheet or note in red removed items for only this addendum (changes from previously processed addendums should not be highlighted or noted, but the change should remain on the sheet). If this makes the PDF difficult to read, do not highlight or note in red, instead provide these updated sheets and describe the changes in the email to the Contracts Proposal Engineers.
- **DO NOT submit an updated complete plan set to contracts for these changes.**
- Send an email to Contracts Proposal Engineers with only the updated PDF sheets attached and combined into one PDF. If these PDF sheets are too large to send in an email, place them in the W:\Highway\Contracts\PlanChanges folder. (For Local, County or City projects this will have to be done by the person who originally submitted the plan to contracts.)

Either create a new email or if the addendum is in response to BidX questions reply all to one of the BidX emails requesting the addendum (see TIPS on next page). The email should include:

- project number or Contract ID
- the letting date
- description of the changes as follows (also see Example Email below):
  - If bid items were changed/added/deleted, include the Item number, Item Description/Name, and amount change from and to. **(Use exactly what is in the new plan sheets)**
  - If plans sheets were replaced/ added/ deleted, provide the project number of the plan set changes were made to and a list of sheets changed.
  - If changes are difficult to highlight or note in red, provide notes describing the changes to the sheet/sheets. (For replacing sheets, a description is not needed if highlighting or red notes communicate the changes adequately.)
- Provide any other changes needed that were not covered above. For example: adding or deleting a Special Provision or Developmental Specification.

**TIP:**

If doing an addendum that answers several BidX questions, reply to all recipients on one of the BidX questions requesting the addendum. At the end of that email, list the questions the addendum answers providing any extra language that should go along with answering the questions.

**Example Email for an Addendum**

To: Contracts Proposal Engineers

CC: Contracts Plan Submitter

Subject: ADDENDUM Request; IMN-029-1(109)0--0E-36 and IMN-029-1(110)0--0E-36 tied Projects, Oct. 15, 2019 Letting

I would like to make the following changes to the IMN-029-1(109)0--0E-36 and IMN-029-1(110)0--0E-36 tied projects in the Oct. 15, 2019 letting.

Make the following changes to the Bid items for IMN-029-1(109)0--0E-36:

Change Item 2, 2102-0425071 SPECIAL BACKFILL:

From: 313.700 CY

To: 166.000 CY

Delete Item 20, 2507-6800061 REVETMENT, CLASS E; 27.000 TONS

Make the following changes to the Bid items for IMN-029-1(110)0--0E-36:

Add Item 21, 2507-3250005 ENGINEERING FABRIC; 170.000 SY

Make the following changes to PLAN, IMN-029-1(109)0--0E-36:

Replace SHEETS A.1, B.2, and C.5 with attached.

Notes:

Sheet B.2 changed typical 3206.1.

Sheet C.5 changed Tab. 112-9M, Special Backfill from TONS to CY.

This Addendum answers BidX question #1 for this call order.