

A5-1 General

When addenda are needed, they should be numbered chronologically as they are compiled and sent to bidders/planholders so the number of addenda sent can be tracked. Designers need to work closely with their Region Plans Office in preparing addenda. Great care should be used to ensure all plan sheets affected by an addendum are identified and included in the addendum; one minor change can have a ripple effect on other sheets.

Contract specification revisions or new contract specifications, created while a contract is on Ad, shall be stamped by the engineer directly responsible for the work. Those stamped specifications shall be filed in the Project File for the project. The addendum, which transmits revised or new specifications, does not need to show the stamp, provided the stamped originals are in the Project File. Plan revisions or new plans (in accordance with [Division 4](#)) sent out by an addendum need to be stamped by the engineer, and copies of those stamped plans will be sent out with the addendum.

A5-2 Notes to the Designer

The following paragraph shall to be placed on all addenda:

Bidders shall furnish the Secretary of Transportation with evidence of the receipt of this addendum. This addendum will be incorporated in the contract when awarded and formally executed.

The following paragraph should be placed on an addendum when changes are made to the Proposal and the addendum does not transmit a new Proposal as an attachment to the bidders:

Bidders are instructed to revise pages ___ and ___ of the Proposal as revised pages have not been prepared for attachment to this addendum. If the bidder fails to make these corrections on the Proposal, the items will be corrected by the Department.

The following example shows how to notify the bidder that the contract wage rates are to be deleted and replaced in an addendum:

Wage Rates:

Federal Wage Determination WA_____, Modification____, page____, is deleted and replaced with WA02000____, Modification____, page____.

This statement shows how the wage rate addendum would be worded when the wage rate determination is an attachment:

Attachment:

Federal Wage Determination WA_____, Modification____, page____. (Rev. February____, 2002)

A5-3 Guidelines for Preparing Addendum Plan Sheets

A5-3(1) Deletions

The item, line, figure, or detail to be deleted is completely removed from the sheet. The area where the deletion occurred shall NOT contain any addendum clouds. The deletion is to be noted in the revision block and shall be shaded. When a plan sheet requires a P.E.'s stamp, the revision block date is to be dated on or before the date it is signed by the P.E. authorizing the change.

On Summary of Quantity, Qtabs, Structure Notes, and Sign Specification sheets, delete the line item(s), but leave the row or column in place as a blank placeholder.

A5-3(2) Added/Replacement Sheets

An added sheet is a sheet that previously did not exist. It is to be numbered and inserted in its proper location, adding an alphabetical character to its sheet designation; for example, the "A" in D6, D6A, D7.

A replacement sheet is a sheet on which the changes are so massive, a cloud(s) would cover a substantial portion (over 50%) of the sheet, or the changes could not be clearly defined with a cloud(s).

These sheets are noted in the revision block by the note "Added Sheet" or "Replacement Sheet," whichever is applicable. Only the revision block shall be shaded.

A5-3(3) Revisions/Additions

The revision/addition note shall be placed in the revision block, and all revisions, including additions, shall be shaded.

A5-3(4) Addendum Cloud (for Plan/Profile/Section/Detail Sheets Only)

On CAD-produced sheets (plan view, profile view, sections view, and detail), use the cloud line tool to identify an item(s) or area(s) to be changed. To cloud an addendum, in MicroStation version V8, from the WSDOT MENU, browse to "Sheet Items > GI General Sheet Items," select "Addendum Cloud," and draw a boundary line around the item(s) or area(s) to be changed.

Addendum cloud line attributes will have an arc radius of 0.1, arc angle of 145°, line style of 0, line weight of 5, and line color of 15 (RBG value = R:120, B:120, G:120).

Refer any questions about addendum cloud(s) to your region CAD coordinator or the HQ CAE Office.

A5-3(5) Shading

On Summary of Quantity, Qtabs, Structure Notes, and Sign Specification sheets, shade the cell(s) and revision block with a gray color Red, Green, Blue (RGB) value = R:180, B:180, G:180).

All PS&E submittals for Contract Advertisement and addenda shall be only original plots from printers that use stippling to produce gray.

Reproductions or photocopies will not be allowed as they make poor quality prints when reproduced. Some variation in shade density may be noticed when comparing output from various printers.

A5-4 Examples

The following addendum examples are provided to show several of the many possible addenda that may need to be sent to amend a project once it has been advertised (Ad).

A5-4(1) Example 1

This example, titled "SR 161, Jovita Blvd. to SR 18 Widening – Stage 1, Addendum No. 3" is an actual addendum that amended the Special Provisions, the Proposal, and the Wage Rates of a past contract while it was on Ad. The example provides notes to the designer/reader (see explanations in parentheses) to inform the designer of how the changes need to be explained or shown on various documents, in order to provide the necessary information to the bidders/planholders. Note: In this example, the proposal, plans, and wage rate attachments showing the changes are not included.

A5-4(2) Example 2

This example, titled "SR 520 Bike Path – Bellevue to Redmond, Addendum No 1" is an actual addendum that amended the Special Provisions, the Plans, and the Proposal of a past contract while it was on Ad. In this example, only the addendum letter and proposal are included.

A5-4(3) Plans Sheets

1. **Example A5-1**

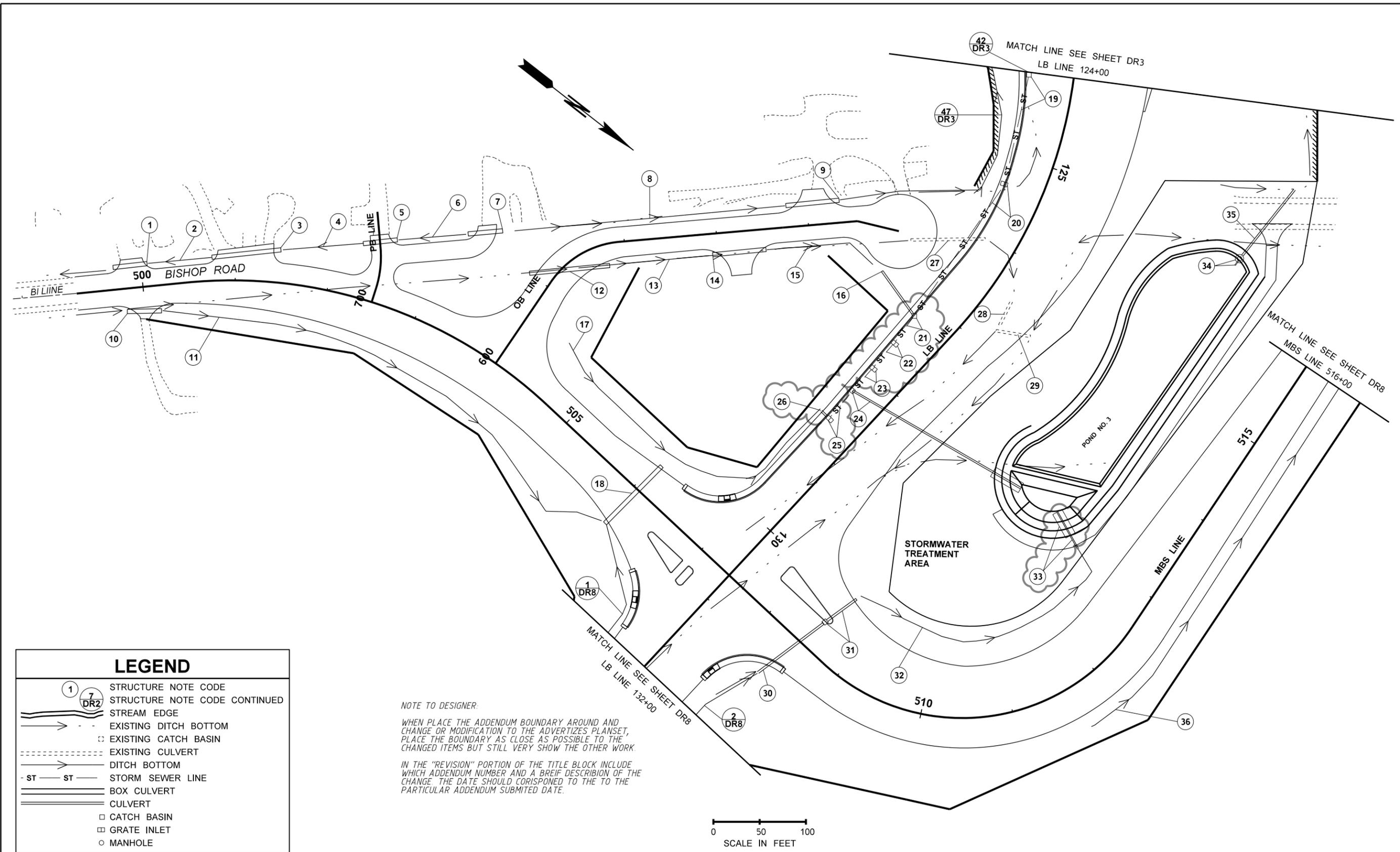
This example shows how a Structure Note sheet would use addendum shading. This same type of shading would also be used in Summary of Quantity, Qtabs, and Sign Specification sheets.

2. **Example A5-2**

This example shows the addendum cloud on a Drainage Plan sheet.

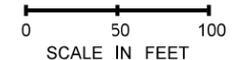
3. **Example A5-3**

This example shows the addendum cloud on a Paving Plan sheet.

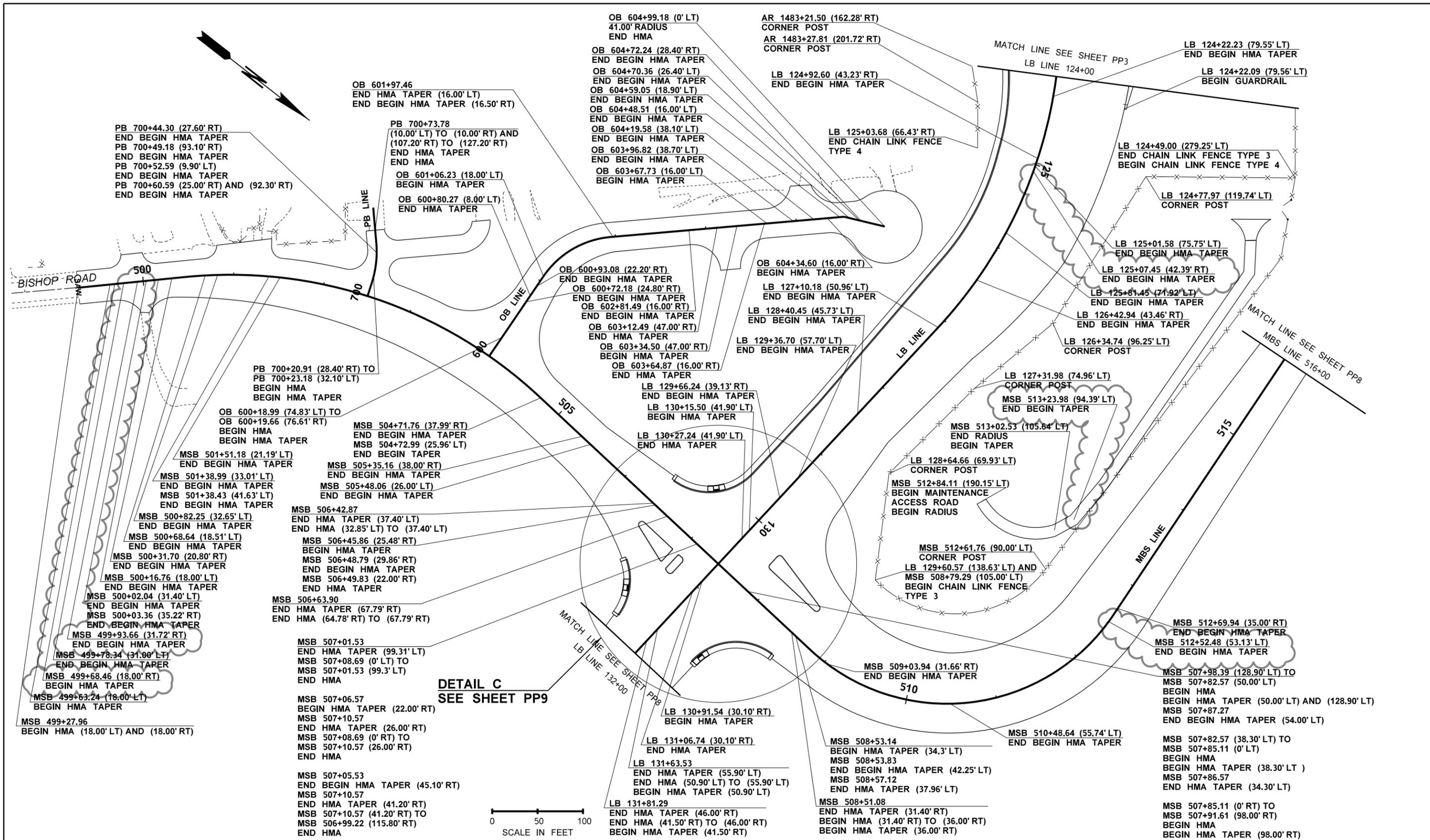


LEGEND	
	STRUCTURE NOTE CODE
	STRUCTURE NOTE CODE CONTINUED
	STREAM EDGE
	EXISTING DITCH BOTTOM
	EXISTING CATCH BASIN
	EXISTING CULVERT
	DITCH BOTTOM
	STORM SEWER LINE
	BOX CULVERT
	CULVERT
	CATCH BASIN
	GRATE INLET
	MANHOLE

NOTE TO DESIGNER:
 WHEN PLACE THE ADDENDUM BOUNDARY AROUND AND CHANGE OR MODIFICATION TO THE ADVERTIZES PLANSET, PLACE THE BOUNDARY AS CLOSE AS POSSIBLE TO THE CHANGED ITEMS BUT STILL VERY SHOW THE OTHER WORK
 IN THE "REVISION" PORTION OF THE TITLE BLOCK INCLUDE WHICH ADDENDUM NUMBER AND A BREIF DESCRIPTION OF THE CHANGE. THE DATE SHOULD CORISPONED TO THE TO THE PARTICULAR ADDENDUM SUBMITTED DATE.



FILE NAME	C:\AAWork\PPM2009 Div 4\PPM_Div4_PS_DR_AD1.dgn			REGION NO.	STATE	FED.AID PROJ.NO.	Washington State Department of Transportation	EXAMPLE A5-2 I-5 AND LABREE RD INTERCHANGE SAMPLE PROJECT	Plot 7
TIME	7:54:33 AM			10	WASH	NH-0000(000)			DR7
DATE	11/23/2009			JOB NUMBER					SHEET
PLOTTED BY	kerrt			CONTRACT NO.					OF
DESIGNED BY	DESIGNER			LOCATION NO.					SHEETS
ENTERED BY	CAD OPERATOR								
CHECKED BY	TEAM LEAD								
PROJ. ENGR.	PROJECT ENGINEER	AD1 - DRAINAGE SYSTEM CHANGE	07/25/2009	TK					
REGIONAL ADM.	REGIONAL ADM.	REVISION	DATE	BY					



FILE NAME	C:\AAWork\PPM2009 Div 4\PPM_Div4_PS_PV_AD1.dgn			REGION NO.	STATE	FED.AID PROJ.NO.	Washington State Department of Transportation	EXAMPLE A5-3 I-5 AND LABREE RD INTERCHANGE SAMPLE PROJECT	Plot 7
TIME	7:55:28 AM			10	WASH	NH-0000(000)			PP7
DATE	11/23/2009			JOB NUMBER					SHEET
PLOTTED BY	kerrt			CONTRACT NO.					OF
DESIGNED BY	DESIGNER			LOCATION NO.					SHEETS
ENTERED BY	CAD OPERATOR								
CHECKED BY	TEAM LEAD								
PROJ. ENGR.	PROJECT ENGINEER	AD1 - TAPER MODIFICATION	07/25/2009	TK					
REGIONAL ADM.	REGIONAL ADM.	REVISION	DATE	BY					

