



Bridge Design Details 1.19 August 2019

Transmitting Late Plan Changes (Prior to RTL)

It may be necessary to revise the structure plans after they have been sent to the District Office Engineer (DOE), but before they have been advertised. If this situation occurs, the Structure Office Engineer (SOE) and the DOE shall be alerted that new plan sheets are to be updated by the Design Branch. The Structure Design Branch then fills out the file request form, *REQUEST FOR ELECTRONIC CONTRACT DRAWINGS* illustrated in *Bridge Design Details: 1.20.6*, as *revisions* and submits it to Structures CADD Software Support (SCSS). SCSS will contact DOE to retrieve the most up-to-date files and place them in a folder on the *S:\pickup* directory.

Once the revised plan sheets are complete, they shall be reviewed by the SOE Cost Estimator again to determine if re-certification of the estimate is required. Only then may the Design Branch re-submit the files to SCSS using the form *AADD CADD SUBMITTAL*, “Revised” option shall be selected.

Refer to the *Procedures for Processing Electronic Structure Plans* manual for more information.

Revision: Changes After RTL and Before Advertising

No changes shall be made to project plan sheets after they have been forwarded to DOE as part of the PS&E package without the *approval* of the Project Engineer from the Design Branch involved. To ensure that no unauthorized changes are made, DOE personnel in charge of project plans will not allow anyone access to the project plans without this approval.

When changes are made to the project plans, notify SOE so the specifications engineer, and cost estimator can meet his/her responsibility by making the Special Provisions and Engineer’s Estimate consistent with the structure plans.

Addendum: Changes After Advertising and Before Bid Opening

To be sure that all bidders have the same contract plan sheets, no revisions shall be made on project plans between the time the prints are made for advertising and the bid



opening, *except* when a formal addendum is issued. An addendum is coordinated with the DOE and SOE.

During this period, requests to obtain the original project plans shall include authorization from SOE. The structure plan files shall be retrieved from DOE using the *REQUEST FOR ELECTRONIC CONTRACT DRAWINGS* form.

DOE will handle placement of the Addendum Number and revision of the sheet numbers, if necessary, for all projects. Projects that have an addendum will be handled by the submitting Design Branch as denoted below.

- If the addendum sheet is *replacing* a previously advertised sheet, the note will read:

 **REPLACED PER ADDENDUM No. 3 DATED MONTH X, XXXX**

The replacement sheet number will be the same as the sheet being replaced (without an “R”).

- If a new sheet is being *inserted* as part of the addenda, then the note will read:

 **ADDED PER ADDENDUM No. 4 DATED MONTH X, XXXX**

The sheet number used for the new addendum sheet will be in accordance with the sequence of sheets to which it is being inserted (e.g., if sheet number 245 went out for advertisement and a new sheet is being inserted that belongs to that series of sheets, the addendum sheets need to be sequenced behind sheet number 245 following the logic of the job. The numbers will be 245A, 245B, 245C, etc.).

For examples of addendum sheet replacements, see *Bridge Design Details: 1.19 Addendum Detailing Examples*, Attachments 1A.F.1 through 1A.F.3.