



Bridge Design Details 1.19 October 2021

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.

Addendum detail changes on the plans shall not be crossed out as the entire plan sheet is either REPLACED or ADDED showing the modified details. For addendums that require quantity decal changes, the quantity shall be crossed out to match the SOE Bid Item List in the project specifications. 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”) so that the addendum is not confused with possible future change orders.

- 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.). The total number of sheets for a set of plans should not be changed.

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



Addendum: Changes to Project Engineer Before Bid Opening

If the project Engineer is no longer available to process Addendum or with the state, the addendum sheet shall be prepared by a new licensed Engineer. The new Project Engineer will take responsibility for only the revisions associated with the addendum. Projects that have an addendum with new Engineer will be handled by the submitting Design Branch as denoted below.

- If the addendum sheet is replacing a previously advertised sheet, the Addendum revision block and note will be added. A number is placed within the triangle that refers to the revision specified in the Addendum revision block:

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	▽	-	-	-	-	-
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MARK		DATE	REVISION(S)	DESCRIPTION	DES	CHK
REGISTERED CIVIL ENGINEER:		DATE: --/--/----				

REPLACED PER ADDENDUM No. X, DATED MONTH X, 20XX

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

	▽	-	-	-	-	-
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MARK		DATE	REVISION(S)	DESCRIPTION	DES	CHK
REGISTERED CIVIL ENGINEER:		DATE: --/--/----				

ADDED PER ADDENDUM No. X, DATED MONTH X, 20XX