

To Whom It May Concern:

**CHANGES TO FORMAT AND FEES FOR WSDOT PLANS AND SPECIFICATIONS
EFFECTIVE May 1, 2017**

Date: March 14, 2017

The Washington State Department of Transportation will be rolling out price changes for plans and specifications. These changes are necessary to recover the actual cost of printing and mailing contract plans and specifications.

In addition to these changes, we will also provide the option for contractors to receive electronic plans and specifications for a reduced rate. The Washington State Department of Transportation conducted a survey to determine the needs of our customers. The survey results demonstrated that we have many different types of customers using contract plans, specifications and addenda in different ways. In order to serve the diverse needs of our customers, we are adding to the services we provide. These changes allow us to better serve our customers and break even on costs to produce and distribute electronic and paper plans, specifications and addenda.

CONTRACTORS MAY CHOOSE PAPER OR ELECTRONIC PLANS AND PROVISIONS

Beginning May 1, when you call to order a proposal or plan set or fill out our order form, you will be asked if you would like to receive a paper copy of plans and specifications by mail or if you would like to download an electronic copy from our website. Fees and services are as follows:

Cost	Plan Type and Size	Additional Services
\$10	electronic download (any size project)	planholder listing, e-mail notifications
\$15	electronic download (any size project) and proposal	planholder listing, e-mail notifications
\$35	paper plans mailed (contracts with 1 volume of plans)	planholder listing, e-mail notifications
\$50	paper plans mailed (contracts with 2 volumes of plans)	planholder listing, e-mail notifications
\$100	paper plans mailed (contracts with 3 volumes of plans)	planholder listing, e-mail notifications

EMAIL NOTIFICATIONS

When you place your order, please provide an e-mail address. This address will be shown on the planholder list and will be used to send e-mail notification of addenda and other changes. This alert service is provided to all customers regardless of the format they choose to receive their documents in. Addenda with plan changes or proposal changes will be mailed to customers that ordered paper plans and specifications in addition the notification they receive through email.

AWARD COPIES OF PLANS AND SPECIFICATIONS

No changes are planned to the current process of printing and mailing award copies of contracts to contractors.

If you have any comments or concerns about this change that you would like to share, please e-mail Jenna Fettig, Contract Ad & Award Manager at fettigi@wsdot.wa.gov.