Appendix 5 Addendum Preparation

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

Examples of addendum letters (and plan sheets) are available at your applicable Region Plans Office.

A5-4(1) Plans Sheet Examples

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.

STRUCTURE NOTES - DRAINAGE

NOTE:
THE FIRST NUMBER OF THE "CODE DESIGNATION" BELOW REFERS TO THE SHEET NO. OR THE SHEET REFERENCE NO. SHOWING THE DRAINAGE FEATURE.

THE SECOND NUMBER REFERS TO THE DRAINAGE FEATURE FOUND ON THAT SHEET.

CODE	LOCATION ↓ \ UNIT OF MEASURE →	REMOVING DRAINAGE STRUCTURE	DITCH EXCAVATION INCL. HAUL	GRATE INLET TYPE 2	QUARRY SPALLS	DRAIN PIPE 6 IN. DIAM.		SCHEDULE A CULV. PIPE 12 IN. DIAM.	SCHEDULE A CULV. PIPE 18 IN. DIAM.	SCHEDULE A CULV. PIPE 24 IN. DIAM.	CL. V REINF. CONC. CULV. PIPE 36 IN. DIAM.		BORING AND JACKING 30 IN. PLAIN STEEL CULVERT PIPE	CATCH BASIN TYPE 1L	CATCH BASIN TYPE 2 54 IN. DIAM.	TESTING STORM SEWER PIPE	SEE GENERAL NOTES
		EACH	C.Y.	EACH	TON	L.F.		L.F.	L.F.	L.F.	L.F.		L.F.	EACH	EACH	L.F.	
DR7-18	MSB 506+04.34 (50.6 RT) TO MSB 506+07.13 (36.28 LT)							123									1, 9
DR7-19	LB 125+96.94 (48.46 LT) TO LB 124+63.76 (42.9 LT)														1	120	1, 5, 8, 14
DR7-20	LB 124+63.76 (42.9 LT) TO LB 122+75.35 (44.12 LT)			1												173	1, 5, 8, 14
DR7-21	LB 122+75.35 (44.12 LT) TO LB 122+39.29 (39.3 LT)														1	36	1, 5, 8, 14
DR7-22	LB 122+39.29 (39.3 LT) TO LB 122+03.81 (37.89 LT)			1												36	1, 5, 8, 14
DR7-23	LB 122+03.81 (37.89 LT) TO LB 121+71.23 (37.81 LT)			1												36	1, 5, 8, 14
DR7-24	LB 121+71.23 (37.81 LT) TO LB 122+17.97 (166.91 RT)				2										1	211	1, 5, 8, 14, 19
DR7-25	LB 121+31.77 (35.34 LT) TO LB 121+71.23 (37.81 LT)			1												36	1, 5, 8, 9, 14
DR7-26	LB 121+31.82 (39.09 LT) TO LB 121+32.03 (48.7 LT)															10	1, 9
DR7-27	LB 123+43.66 (100.53 LT) TO LB 123+96.57 (34.18 LT)																7
DR7-28	LB 123+28.78 (31.64 RT) TO LB 123+54.91 (26.48 RT)																7
DR7-29	LB 123+22.00 (32.47 RT) TO LB 123+38.69 (65.28 RT)																7
DR7-30	MSB 508+35.08 (56.43 RT) TO MSB 508+50.87 (33.9 LT)																
DR7-31	MSB 508+50.87 (33.9 LT) TO MSB 508+58.91 (74.81 LT)								90								1, 2, 6, 9, 14
DR7-32	MSB 508+59.94 (80.69 LT) TO MSB 512+99.19 (75.23 LT)		#						63					1			1, 9
DR7-33	MSB 512+99.19 (75.23 LT) TO MSB 513+20.43 (135.99 LT)				2				35								9, 19
DR7-34	MSB 516+48.08 (124.73 LT) TO LB 124+81.64 (223.3 RT)								11								9, 12
DR7-35	LB 124+81.64 (223.3 RT) TO MSB 517+28.35 (121.55 LT)								116								9
DR7-36	MSB 511+65.59 (48.21 RT) TO MSB 518+74.87 (35.38 RT)		#														
DR8-1	LB 111+91.04 (25.6 LT) TO LB 118+83.81 (134.08 LT)		#														
DR8-2	LB 111+84.47 (22.71 RT) TO LB 118+78.01 (94.39 RT)		#														
DR8-3	JL 800+59.42 (15.46 LT) TO JL 800+57.18 (26.79 RT)																
	SHEET TOTAL			4	4			123	315					1	3	658	
	PROJECT TOTAL	21	6	7	11	416		346	650	64	158		233	28	15	5900	

GENERAL NOTES:

DESIGNED BY	DESIGNER						
ENTERED BY	CAD OPERATOR						
CHECKED BY	TEAM LEAD						
PROJ. ENGR.	PROJECT ENGINEER						
REGION ADM.	REGIONAL ADM.		07/25/09	AD1 - QUANTITY CHANGE	TK		
		DATE	DATE	REVISION	BY		

REGION NO.	STATE	FED. AID PROJ. NO.
10	WASH	NH-0000(000)
JOB NUMBER		
00Z000		
CONTRACT NO.		

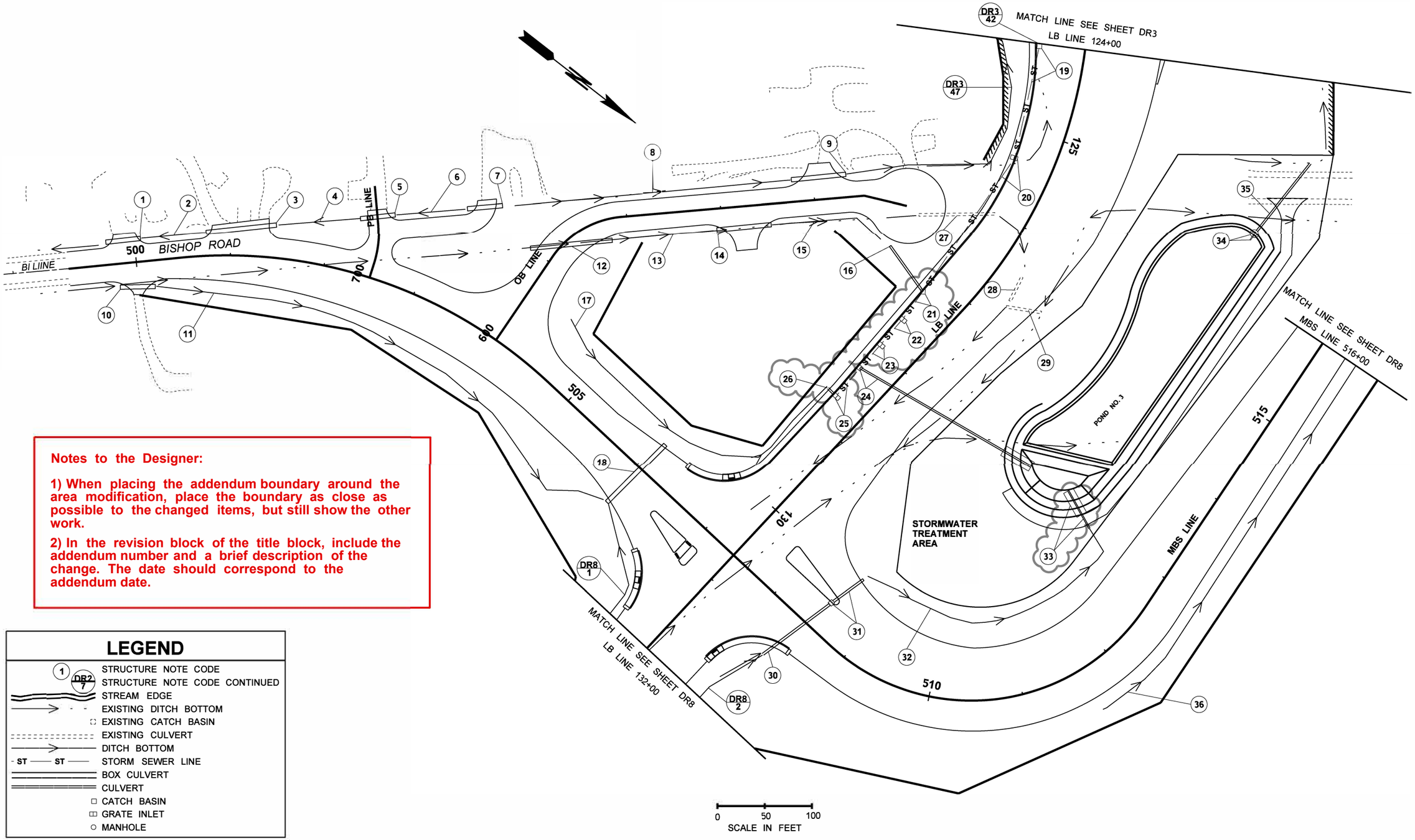
Washington State Department of Transportation

EXAMPLE A5-1
I-5 AND LABREE RD INTERCHANGE
SAMPLE PROJECT

STRUCTURE NOTES - DRAINAGE

NT 9

SHEET OF SHEETS



Notes to the Designer:

1) When placing the addendum boundary around the area modification, place the boundary as close as possible to the changed items, but still show the other work.

2) In the revision block of the title block, include the addendum number and a brief description of the change. The date should correspond to the addendum date.

LEGEND

- (1) STRUCTURE NOTE CODE
- (DR2 7) STRUCTURE NOTE CODE CONTINUED
- STREAM EDGE
- EXISTING DITCH BOTTOM
- EXISTING CATCH BASIN
- EXISTING CULVERT
- DITCH BOTTOM
- ST — ST STORM SEWER LINE
- BOX CULVERT
- CULVERT
- CATCH BASIN
- GRATE INLET
- MANHOLE

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DESIGNED BY	DESIGNER			
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

REGION NO.	STATE	FED.AID PROJ.NO.
10	WASH	NH-0000(000)
JOB NUMBER 00Z000		
CONTRACT NO.		LOCATION NO. XL-1234

P.E. STAMP BOX DATE

P.E. STAMP BOX DATE

Washington State Department of Transportation

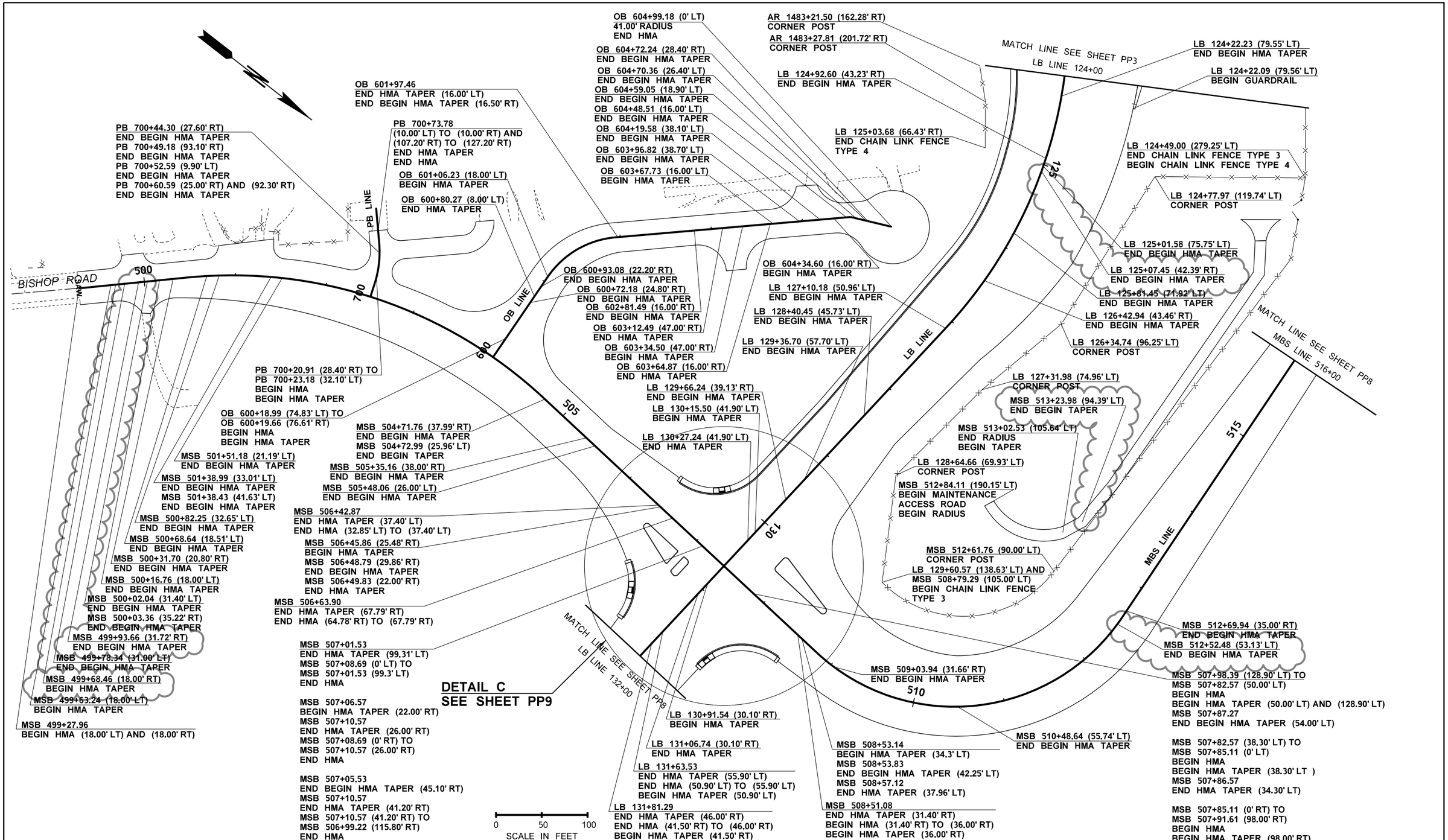
EXAMPLE A5-2
I-5 AND LABREE RD INTERCHANGE
SAMPLE PROJECT

DRAINAGE PLAN

Plot 7

PLAN REF NO **DR7**

SHEET OF SHEETS



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PLOTTED BY	kerrt			
DESIGNED BY	DESIGNER			
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

REGION NO.	STATE	FED.AID PROJ.NO.
10	WASH	NH-0000(000)
JOB NUMBER 00Z000		
CONTRACT NO.		LOCATION NO. XL-1234

P.E. STAMP BOX DATE

P.E. STAMP BOX DATE

Washington State
Department of Transportation

EXAMPLE A5-3
I-5 AND LABREE RD INTERCHANGE
SAMPLE PROJECT

PAVING PLAN

Plot 7

PLAN REF NO PP7

SHEET OF SHEETS