

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. Work closely with the 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.

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

For design-bid-build projects the start of the addendum should say:

*Addendum Number _____
The Contract is hereby modified as follows:*

For design-bid-build projects 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.

For design-build projects the start of the addendum should say:

*Addendum Number _____
The RFP is hereby modified as follows:*

For design-build projects the following paragraph shall to be placed on all addenda:

Proposers shall furnish the Secretary of Transportation with evidence of the receipt of this addendum.

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 per A5-3(5) of this appendix. 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.

For Summary of Quantity, Qtabs, and Structure Notes, refer to the Unifier Guides at the Estimating Learning Hub on WSDOT SharePoint:

- Quantity Tabulation/Structure Notes QTabs/SNotes User Guide
- Design Estimate/Sub-Estimate User Guide.

For 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 per A5-3(5) of this appendix.

A5-3(3) Revisions/Additions

The revision/addition note shall be placed in the revision block, and all revisions, including additions, shall be shaded per A5-3(5) of this appendix.

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.

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 (RGB value = R:120, G:120, B: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, Unifier provides shading. See the Unifier Quantity Tabulation/Structure Notes User Guide for more information.

Sign Specification sheets are not produced in Unifier. Therefore shade the cell(s) and revision block with color 240 (RGB value = R:180, G:180, B:180).

All PS&E submittals for Contract Advertisement and addenda shall be in PDF format.

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 Region Plans Office.

A5-4(1) Plans Sheet Examples

1. **Example A5-1**

This example shows a Structure Note sheet with addendum shading. This example was not produced in Unifier, although it illustrates required shaded areas. See the Unifier guides listed above in A5-3(1).

2. **Example A5-2**

This example shows the addendum cloud on a Drainage Plan coinciding with Example A5-1.

3. **Example A5-3**

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

4. **Example A5-4**

This example shows an addendum cloud on a Traffic Control Plan.

Note: All examples show shading in the revision block.

