

## Chapter 7 – Bid Phase Guidelines

### 7.3 PREPARING ADDENDA

#### **GENERAL**

1. An addendum is a document that is added to the original construction documents during the bidding period to:
  - a. Correct errors or omissions in the bidding and contract documents.
  - b. Clarify questions raised by bidders.
  - c. Issue new requirements, including decisions to decrease or increase the scope of work.
  - d. Cancel the project after it has been advertised, but before it is bid.
2. Addenda should not be used to complete the design phase of a project or to issue minor small value changes.
3. Oral instructions or changes should not be issued, even when it is intended that an addendum will be prepared to cover the change. It does not mislead anyone to state that replies to questions, when deemed necessary, will be communicated by addendum.
4. If an unforeseen but important question arises, it is usually wise to issue an addendum if time permits, even delaying the bid opening if changes are critical. Questionable matters should not remain unclarified.
5. Program changes by addendum require Client review and approval.
6. Major last-minute changes should not be attempted by issuing a few simple inadequate statements in a hastily prepared addendum. If it is imperative that a last-minute addendum be issued the TL or PM must obtain the BUL's permission to postpone the bid opening date.
7. Notify the PM/EIC that the Submittals Exchange® submittals website log should be adjusted when addenda items delete or add submittals to the contract.

#### **PROCEDURES**

1. In order to reduce the number of addenda issued, addenda should not be sent piece-meal. Every attempt should be made to get all the required information together (except for bid postponements) for one large addendum rather than several small addenda. This can be accomplished by issuing addenda as close as possible to the bid date.

2. The TL or PM is responsible for coordinating all addenda. The TL or PM must inform CADM as soon as possible about the need to send an addendum. At that time the addendum will be registered and issued an addendum number. Addenda are numbered consecutively
3. All items (Drawings, Specification Sections, revised Bid Forms, etc.) issued with the addendum should have the same date. Usually the date the addendum is being sent is used.
4. It is the TL or PM's responsibility to notify the project team involved on the project of the last date addenda information will be accepted for processing.
5. The information furnished by the project team must be in proper format with the correct contents. The TL or PM is not responsible for the contents or format of the addendum information furnished by the project team. Change to the drawings and documents or sections of a single contract project can be made in a single addendum.
6. Changes to the drawings and common documents or sections of the related contracts which comprise a multi-contract project must be issued in a common addendum. Changes to documents or sections that are not common, must be issued by separate addendum.
7. In writing addenda, be clear, accurate, and concise. Express a change only once, then refer to it whenever necessary. Where a change in the specifications requires a change in the drawings, and vice versa, explain all changes in the addendum.
8. When making a change to documents or sections, refer first to the page number then to article number then to the paragraph or subparagraph number, as shown in the samples.
9. When making a change to the drawings, refer first to the drawing number then to the detail number/name, as show in the samples.
10. If the addendum includes 8½ x 11 addendum drawings, the addendum drawings will be numbered with the next appropriate number after the last numbered drawing included in the project manual or the drawing package.
11. The addendum must have standard margins and be in the format shown in the samples.
12. After the addendum is typed and proofread, the TL or PM must initial it. If there are less than 7 calendar days remaining until the bid date, the TL or PM must obtain approval and the initials of the BUL on the addendum.
13. The TL or PM shall deliver the addendum to the CADM.

14. PM shall ensure addenda are filed in the SpecDevelopment / Addenda folder (projects initiated prior to August 2015) or in 40\_Bid AwardPhase / 43\_Addenda (projects initiated after August 2015).
15. Addendum drawings that are in addition to the initial drawing set that adds work, changes the design or performance of the project requires a professional seal (R.A. or a P.E.) of the person responsible for design.

## FORMAT

1. The sequence of information contained in an addendum should be as follows (see the samples):
  - a. OGS heading (first page only)
  - b. Addendum number and project number
  - c. Project Title and Location (first page only)
  - d. Addendum date
  - e. Standard note (first page only). The standard note is not used on cancellation addenda.
  - f. Addendum number and date header (except first page)
  - g. Printing errors
  - h. Changes to prior addenda
  - i. Changes to INTRODUCTORY INFORMATION documents contained in the Project Manual in the same sequence in which they are listed in the TOC.
  - j. Changes to BIDDING REQUIREMENTS documents contained in the Project Manual in the same sequence in which they are listed in the TOC.
  - k. Changes to CONTRACTING REQUIREMENTS documents contained in the Project Manual in the same sequence in which they are listed in the TOC.
  - l. Changes to SPECIFICATIONS sections contained in the Project Manual in the same sequence in which they are listed in the TOC.
  - m. Changes to APPENDIX documents contained in the Project Manual in the same sequence in which they are listed in the TOC.
  - n. Changes to DRAWINGS in the following order:
    - 1) Changes to the originally issued drawings
    - 2) Revised drawings
    - 3) Addendum drawings
    - 4) Multi-Contract Addenda: The titles “CONSTRUCTION WORK DRAWINGS”, “HVAC WORK DRAWINGS”, etc. are used to distinguish the separate contracts. The revised drawings and addendum drawings for each contract are included under each separate contract heading.
  - o. END OF ADDENDUM (last page only).
  - p. Author’s and word processor’s initials (last page only).
  - q. The pages of each addendum must be numbered consecutively using the “page number of total pages” system. For example, if an addendum is comprised of 3 pages, the first page will be numbered “Page 1 of 3”, the second page will be numbered “Page 2 of 3”, and third page will be numbered “page 3 of 3”.



- r. The project number(s) at the bottom right corner of each page.

**SAMPLES**

- 1. Samples of typical addenda items and language are found at: [Addenda Samples](#).

**ADDENDUM MASTER**

- 1. See [Addendum Edit](#), for the electronic master for writing addendum.

**Revision History:**

<i>Rev</i>	<i>Date</i>	<i>Description</i>	<i>Reviewed by:</i>	<i>Approved by:</i>
0	06/29/12	Last revised date		
1	08/05/13	Minor revisions	Parnett	Dostie
2	09/04/13	Minor revisions	Parnett	Parnett
3	11/25/14	Added item 15 to Procedures	Parnett	Parnett
4	10/17/15	Added item 7 to General, modified item 14 to General for filing addenda.	Parnett	Parnett