



1-19 LATE PLAN CHANGES

Transmitting Late Plan Changes

See “PROCEDURE FOR PROCESSING ELECTRONIC STRUCTURES CONTRACT PLANS” manual.

Occasionally, it may be necessary to revise plans after they have been sent to Division of Engineering Services Office Engineer (DES-OE), but before they have been advertised. If this situation occurs, new plan sheet(s) must be prepared by the design section, reviewed by the specifications engineer, then sent to DES-OE with Form: *REQUEST FOR ELECTRONIC CONTRACT DRAWINGS* illustrated on page 1-20.4.

Revision: Changes Before Advertising

No changes will be made to project plan sheets after they have been forwarded to the DES-OE as part of the PS&E package without the *approval* of the *Project Engineer* from the design section involved. To assure that no unauthorized changes are made, DES-OE 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, it will be necessary to inform the Project Specifications Engineer so that the Engineer can meet his/her responsibility of making the Special Provisions and Engineers Estimate consistent with the plans.

Addendum: Changes After Advertising And Before Bid Opening

In order to be sure that all bidders have the same contract plan sheet, *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 by the Structure Office Engineer (SOE).

During this period, requests to obtain the original project plans should include authorization from SOE and plan files must be retrieved from DES-OE.

DES-OE will handle the placement of Addendum Note and the revising of the sheet number (if necessary) for all jobs except Authority to Advertise District Delegation (AADD) projects. AADD projects that have Addendum will be handled by the submitting design branch as denoted below.



If the addenda sheet is replacing a previously advertised sheet, the note will be like this example:

3 **REVISED PER ADDENDUM No. 3 DATED JANUARY 26, 2010**

and the sheet number will be the same (without a “R”).

If a new sheet is being inserted as part of the addenda, then the note will be like this example:

4 **ADD PER ADDENDUM No. 4 DATED FEBRUARY 4, 2010**

and the sheet number will be according to the sequence of insertion. For example, you have a sheet number 245 that went out for advertisement and you are inserting a new sheet(s) that belongs to the series of sheets that went out to advertisement, and needs to be sequenced behind a particular sheet to follow the logic of the job, the number(s) will be 245A, 245B, 245C, etc.