

SECTION 9

ADDENDA AND CHANGES OF PLAN

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SECTION 9

ADDENDA AND CHANGES OF PLAN

9.1 GENERAL

Once a contract has been advertised, contract documents can be changed only by the issuance of an Addendum, a Change of Plan or a Change Order. An Addendum is issued when errors or omissions are discovered between the advertisement date and receipt of bids. A Change of Plan is issued after the receipt of bids and award of the contract. A Change Order is issued to effect significant alterations to the contract documents after the contract has been awarded.

The procedure for issuing either an Addendum or a Change of Plan is as follows:

1. Whether the need for either an Addendum or a Change of Plan is recognized by either the Engineer or the Authority's Engineering Department, the Engineer prepares the necessary documents in the form described in this Section.
2. The documents are submitted to the Authority's Project Manager for approval; following approval, the material is processed.
3. Addenda are issued directly by the Authority's Engineering Department, while Changes of Plan are forwarded to the Engineer for distribution as noted below.

9.2 ADDENDA

Addenda are issued to change, clarify, revise, add or delete portions of the Proposal, Specifications or Plans before receipt of bids. Addenda are only to be issued through the Authority's Engineering Department, but it is the Engineer's responsibility to prepare and submit an Addendum in the required format.

Addenda Guidelines and samples are located on the web at <http://www.state.nj.us/turnpike/professional-services.html>. Under Engineering Reference Material, click on "NJTA Unit Code Download & Post-Ad Guidelines for Design Consultants."

An Addendum is to be prepared and issued as soon as the Engineer becomes aware of the need; as much time as possible must be allowed for the prospective bidders to reflect the Addendum in their proposals. Any Addendum which, by written description, changes the Plans shall be supplemented by revised Plan sheets, issued after the award of the Contract. The procedure is as noted under the topic "CHANGES OF PLAN". Revised Plan sheets shall be issued prior to the pre-construction conference.

The use of Addenda is discouraged. Every effort shall be made to assure the correctness of contracts as prepared for advertising.

9.3 CHANGES OF PLAN

A Change of Plan is issued to correct errors or omissions in the advertised bidding plans after the receipt of bids and the award of the contract. If a Change of Plan alters the scope of a contract, introduces new items of work or deletes items of work from a contract, a Change Order, as outlined in the **Construction Manual**, must be prepared. The Engineer initiates such a change by sending "Approved by the Authority but Unofficial Plans" to the Authority's Resident Engineer. These plans are used to negotiate a price, or to establish unit prices with the contractor, as required. Once the price(s) have been established, the Engineer then begins to process the Change of Plan through the steps outlined below.

A Change of Plan is intended to effect minor revisions to the contract. If a Change of Plan is to be issued, or revised plans issued due to an Addendum, the following procedure is to be followed:

1. After the revisions have been approved by the Authority's Engineering Department, these revisions are made to the full-size drawings by the Engineer and appropriately noted in the Revision Box.
 - a. For revising an existing drawing, revisions must be made and "bubbled" (see Sample Plans). They shall be clearly noted in Revision Box. The revision number shall be shown in a small triangle adjacent to the "bubbled" revision(s).
 - b. If the revisions to be made are so significant that "bubbling" would make a plan unreadable, the entire sheet shall be replaced. For any new drawing made to replace an existing drawing, the sheet number is amended by the letter "R", (i.e., Sheet No. 28 is to become Sheet No. 28R). The date of the new drawing and the notation "Replacement Sheet" is to be shown in Revision Box.
 - c. Additional new drawings to be inserted in established Plan sets shall receive the sheet number of the preceding established Plan sheet and the suffix "A". The number of the established Plan sheet preceding the inserted sheet shall remain unchanged, (i.e., a new sheet inserted between established Sheet Nos. 28 and 29 would be designated Sheet No. 28A). Revisions (including date of new drawing) are to be noted in Revision Boxes of new and redesignated sheets.
 - d. For cases covered by Paragraphs b. and c. above, the Title Sheet drawing is to be revised upon the completion of construction, and it must show correct sheet numbers.
2. ***If a new Line Item is added by Change of Plan:***
 - a. ***The Line Number shall be the next consecutive Line Number on the Item List followed by an "X", e.g. if the last Line Number on the Item List is 100, then a new item would have Line Number 101X.***
 - b. ***The Engineer shall search for existing Unit Codes that are available for use (see Manual for Unit Codes for instructions.) If a Unit Code does not exist for the proposed item, then the Engineer shall leave the Unit Code field blank on the Change of Plan. The Unit Codes for these items are issued for the Resident Engineer's use only in order to assemble the Change Order in CapEx.***

3. ***If the Specifications are to be revised as part of a Change of Plan, then the Engineer shall incorporate the changes onto a relevant Plan Sheet or new Plan Sheet. (Per the Standard Specifications, Plan Sheets hold precedence over Specifications.)***
4. Full-size Mylar drawings with the revisions are to be forwarded to the Authority's Engineering Department. ***A disk containing the appropriate revised CADD files in both MicroStation and PDF formats shall be delivered to the CADD Section and all electronic files shall be in accordance with the current NJTA CADD Manual.***
5. The Authority's Engineering Department or the Engineer may arrange for half-sized reductions of the revised full-sized drawing, and will make prints of both the full-size and half-size drawings for distribution as directed.
6. At least twelve (12) printed copies, or as directed, of the revised drawings will be forwarded to the Resident Engineer. The Resident Engineer will retain three (3) copies each for his own use, two (2) copies shall be submitted to the Authority's Engineering Department, and the Resident Engineer will formally transmit seven (7) copies of each to the Contractor.
7. Additional copies of the revised plans shall be forwarded to the Authority's Engineering Department as directed.
8. Superseded drawings will be voided.
9. The Authority's Engineering Department will forward the revised full-size Mylars to the Resident Engineer for their eventual preparation of the "As-Built" drawings.