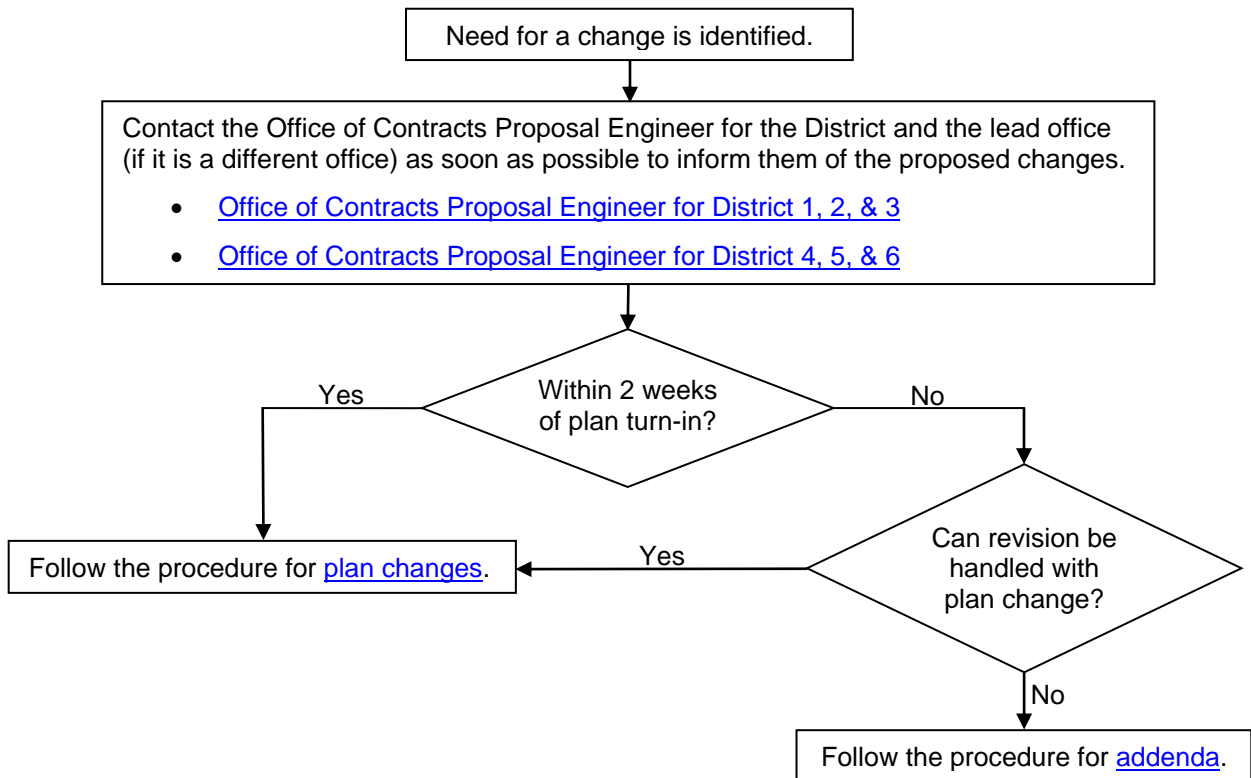


Plan Changes after Contracts Turn-In

Design Manual
Chapter 1
General Information
 Originally Issued: 05-23-07
 Revised: 01-15-19

On Contracts Turn-In day, the Office of Contracts begins preparing plans for letting. Changes made after this date can create conflicts between the plans and the proposal form. The Office of Contracts must be kept aware of all changes made to the plans to prevent these conflicts from occurring. Even minor plan revisions can have significant impacts on project costs and bidability of the plans. The flowchart below outlines the process for addressing changes after plan turn-in.



Plan Changes

When changes are required within two weeks after plan turn-in:

- Draft the changes and create a new PDF file of the entire plan.
- Prepare copies of the revised sheets that change bid items and highlight ALL changes. Highlighted copies can be prepared electronically.
- Submit the revised plan and highlighted sheets by placing them in the correct Contract ID folder under W:\Highway\Contracts\PlanChanges. If highlighted sheets aren't too large, they can be sent as a PDF attachment to an email. After submitting the revised plan and highlighted sheets, notify the appropriate Contracts Proposal Engineer again.
[Sample email](#)



If a different office is the lead office, notify that office of the changes.
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Addenda

An addendum may need to be written if a change is required more than two weeks after plan turn-in. Addenda are the least desirable method of making plan changes because if any one of the plan holders fails to receive an addendum, the Department could be forced to pull the project from the letting. Therefore, it is the Office of Contracts' responsibility to determine whether a proposed change warrants the risk associated with issuing addenda.

When a problem with the plan is discovered more than two weeks after plan turn-in, contact the appropriate Contracts Proposal Engineer for the District. A plan change may still be possible after two weeks.

If an addendum is necessary, produce updated PDF sheets. Highlight changes on those sheets. Send an email to the appropriate Contracts Proposal Engineer with the changed sheets attached. In the email include the letting date and project number. If the changed sheets are too large to send in an email, place them in the W:\Highway\Contracts\PlanChanges folder. Provide a description of the changes. If any bid items were changed/added/deleted, include the Item number, Item Description, and amount change from and to. If changes are difficult to highlight, provide a description detailing the changes.

[Sample addendum](#)



If a different office is the lead office, notify that office of the changes.

Chronology of Changes to Design Manual Section:

001H-002 Plan Changes after Contracts Turn-In

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|-----------|---|
| 1/15/2019 | Revised
Moved Sample email link to Plan Changes. |
| 6/28/2018 | Revised
Retitled to better indicate this section describes the process for plan changes after Contracts Turn-in. Revised to reflect current procedures for plan changes after Contracts Turn-in. |
| 8/17/2016 | Revised
Revised information pertaining to turning in addenda after the two week change period. Defined the file naming to show what sheets were included with the submittal. |
| 7/2/2015 | Revised
Added a link to Section 21M-61. Removed information regarding creating a new index.dat file. |
| 8/31/2010 | Revised
Updated hyperlinks from individual names to DOT Office and position title. |
| 6/30/2010 | Revised
This section was updated to match the new color plan process |