

Post Letting Plans

Design Manual
Chapter 21
Miscellaneous Topics
 Originally Issued: 07-02-15
 Revised: 02-04-16

Submitting Plan Sheets Changed by Addendum

To help ensure contractors and inspectors are incorporating the sheets updated by addendum, the Department has set up a process to provide contractors and inspectors with updated sheets with each addendum and to provide a complete up to date plan after the letting.

If an addendum affects a plan sheet, submit all updated plan sheets, along with detailed descriptions of the changes, to the Office of Contracts. In addition to the individual sheets, designers should include a copy of their complete updated plans set or portion of the plan. This should include previous changes caused by earlier addendums.

Note: Sending updated sheets is not a replacement for the detailed descriptions of the changes.

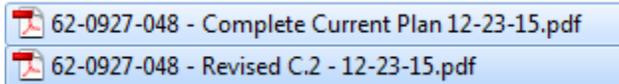
Place the plan sheets as 11"×17" sheets in a folder in the following location:

W:\Highway\Contracts\PostLettingAddendumSheets.

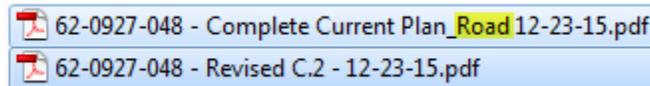
The folder should be named with the [Contract ID](#) and date as shown in the example below.



If the plan is not a portion of a larger plan, designers should name the files as shown in the example below:



If the plan is part of a larger plan, designers should name the files similar to above, but add their office to the end of the complete current plan as shown in the example below.



On the lower right corner of each sheet, place a red box indicating the page has been changed by addenda, see Figure 1 below for an example.

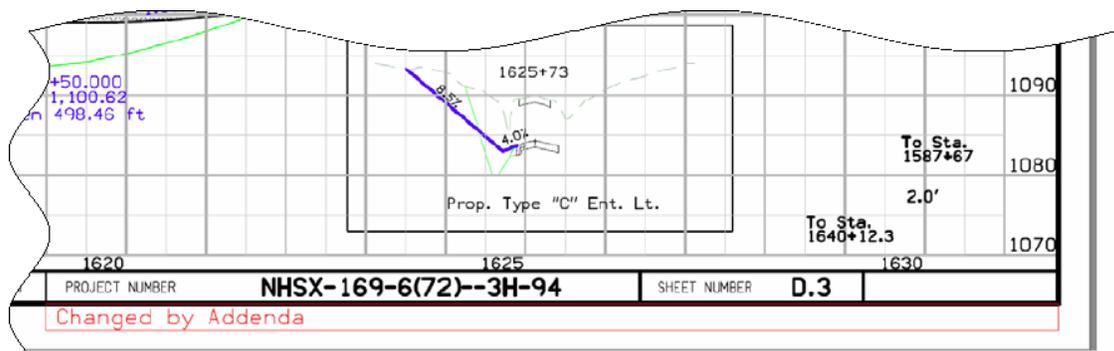


Figure 1: Updated sheet with addenda box.

The preferred method is to submit both the updated plan sheets and a complete updated plan at the time the addendum is requested, but in extenuating circumstances the individual sheets and complete updated plan can be turned in no later than two weeks after the letting.

To accommodate this process addenda will no longer be printed with the contract. They will be made available on Bidx in a location that does not require a subscription and that will be available 24 hours a day.

To see completed addenda, look in the following folder:

W:\Highway\Contracts\FinalAddenda.

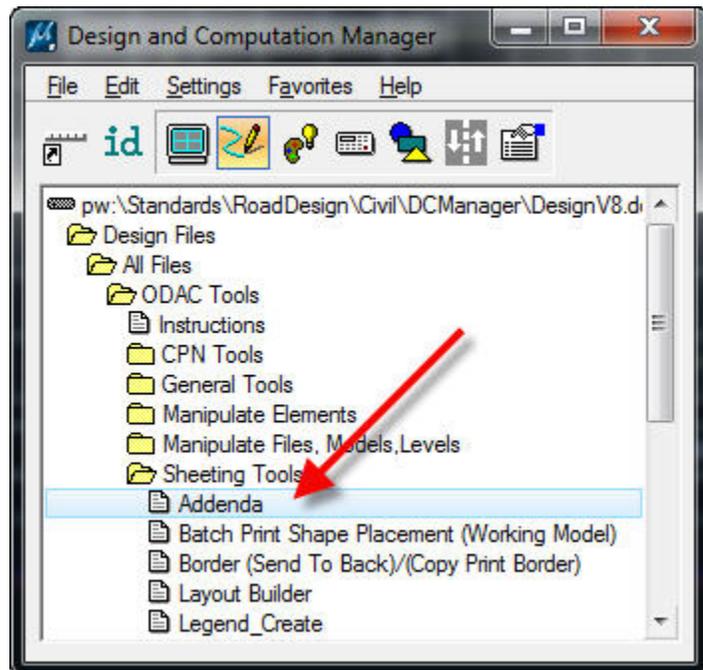
Adding the Addenda Box

Tools have been developed in both MicroStation and Excel to add the red addenda box.

MicroStation

In MicroStation, the addenda box is accessed through D&C Manager, see to the right.

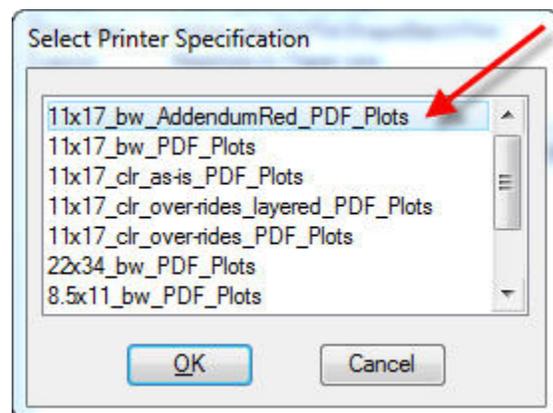
It will come in as a cell that can be snapped to the lower right corner of the sheet, see Figure 1 on previous page. Ensure **Place Influence** is toggled on so the cell is placed on the correct level (dsnAddendaCell) to print Red on B&W plan sheets using the appropriate print settings.



When printing Black & White sheets, this cell is intended to remain Red in color to make it more visible. This is accomplished by using the Batch Print configuration

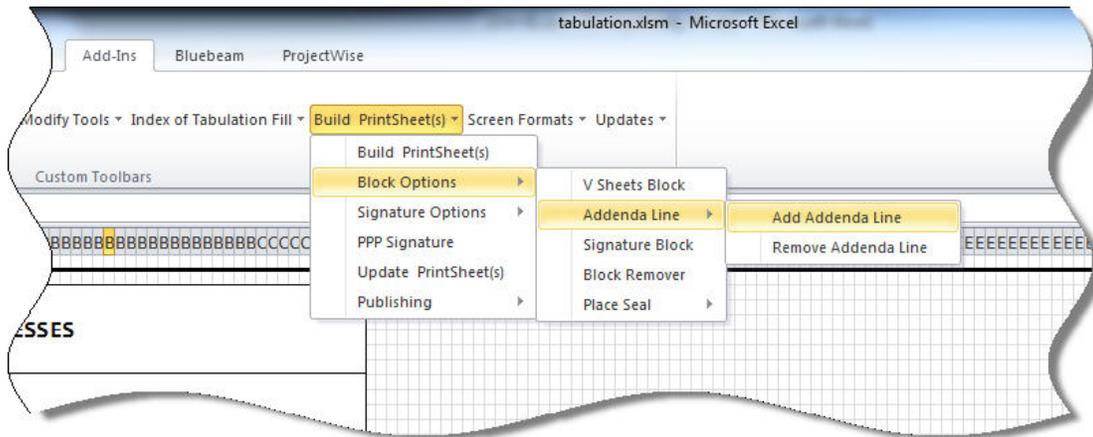
11x17_bw_AddendumRed_PDF_Plots. The addenda cell must be on the Microstation level **dsnAddendaCell** for this to properly print as red using this Black & White printing setting.

Color plan sheets will use the same print settings as if the addenda cell was not added, **11x17_clr_overrides_PDF_Plots.**



Excel

In Excel, the tool can be accessed at the location shown below:



The tool will place the cell on the current sheet with which the selected cell(s) are associated. When the PDFs are published the cell will print red.

Chronology of Changes to Design Manual Section:

021M-061 Post Letting Plans

2/4/2016	Revised Add additional information related to submitting plan sheets changed by addendum. Added naming conventions for the files and folders, explanation of the purpose of the updated plan sheets, and described the timing of when sheets should be submitted.
12/3/2015	Revised Changed title. Made changes requested by the Office of Contracts to clarify the addendum request process, including Office of Contracts doesn't need 8.5"x11" sheet.
7/31/2015	Revised Removed the hyperlinks from the LAN paths.
7/2/2015	NEW New