

Design Advisory

From Bradley C. Wieferich, Engineer of Design

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Road Design Manual -
Section 11.05C and
14.63

*This advisory is
superseded by any
subsequent revisions to
the references listed in
this index.*

Questions regarding this
Design Advisory should
be directed to:

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Addenda

Changes to the Addenda process have been implemented beginning with the January 2011 letting.

Addenda are requested and submitted through ProjectWise. Information is compiled and entered into a template which is provided.

Detailed instructions are provided on Plan Development Services Web site under E-Proposal, [NTB Addenda and NTB Addenda Markup](#).

When replacing proposal documents or plan sheets in their entirety, the designer must also provide a "marked-up" copy of the document identifying the specific changes to the document.

Changes to pay items must be reflected in a "marked-up" copy of the Schedule of Items.

Information required for changes to pay items must be provided by either using the Pay Item Code Sheets or by submitting a "Detail Cost Estimate for the project(s) with changes highlighted. This will help facilitate the entry of changes in Trns-Port.

As a reminder to project managers:

Designers should make every effort to limit the need for addenda, especially at the last minute before the letting date.

On FHWA oversight projects, the Project Manager must also obtain FHWA approval. E-mail approval from the FHWA Area Engineer is sufficient documentation.

Addenda can be issued with the approval of the Specifications and Estimates Engineer up to 4 days before the letting date. Addenda issued after this date must also be approved by the Engineer of Design. This is facilitated through the Specifications and Estimates unit.