



## 1.1 Introduction

During the PS&E Review Process, the BPD finalizes the highway work proposal and plans for every project using the information that the region provided them in the PS&E submittal. Once the plans, estimate, and specifications are finalized, an addendum is required to make any changes to them prior to the bid letting. Addenda are prepared when they are necessary, and are normally issued after the project has been advertised for bid letting. An addendum should not and will not be allowed to act as a plan completion tool or as a clean-up mechanism for poor quality work.

The regions are responsible for submitting the Addendum Form, Addendum Development Form, and plan sheets seeking permission from BPD to prepare an addendum for a project, and for preparing the addendum. Consultant and BOS staff may aid in developing the addendum. BPD is responsible for approving addenda requests, ensuring that addenda have been properly prepared by the region, making all necessary changes to the Schedule of Items, issuing the addenda, submitting final addenda of projects with federal oversight to FHWA for approval, and for posting addenda to the department's HCCI extranet site at:

<https://wisconsindot.gov/Pages/doing-bus/contractors/hcci/default.aspx>

and Bid Express if needed.

Per the FHWA/WisDOT Stewardship & Oversight Agreement, Projects of Corporate Interest (PoCI's), Projects of Division Interest (PoDI's), and select projects on the NHS system will require prior authorization from FHWA post the addenda. All projects that fall in the above categories should make every effort to submit their addenda prior to two Thursdays before the letting (On-Time). FHWA must approve the addendum prior to it being posted.

Changes to the Utilities article must be approved by the Bureau's Utilities Unit prior to posting. Changes to the Railroad articles must be approved by Rails and Harbors prior to posting.

Addenda may be warranted due to errors, omissions, or confusing information identified in the plans and proposal, or changed conditions. If the department does not issue an addendum in such cases, and instead directs potential bidders to bid the proposal as they see it, the bidding process for the contract may be jeopardized and may result in the department rejecting all bids and re-letting the proposal at a later date. In the worst cases, the proposal may be challenged in court.

The following types of addenda are possible:

- Special provision changes
- Schedule of Items (SOI) changes
- Plan sheet changes
- Contract Completion Time changes
- Proposal or other insert changes and
- Any combination of the above

## 1.2 Determining the Need for an Addendum

Follow the process shown in [Attachment 1.1](#) to determine if an addendum is required. Once a problem with a proposal is identified, answer these questions to determine if an addendum is needed.

1. Would the contractor have a problem preparing the bid?

An addendum may be appropriate if the plan contains incorrect or missing bid items, or bid items that conflict with each other, and the contractor may not be able to prepare a responsible bid with the information provided.

2. Would there be problems with awarding the bid?

An addendum may be appropriate if the problem would prevent the department from awarding the contract (for example, if there are missing bid items and, as a result, the bid is irregular and would be rejected).

3. Would there be difficulty in preparing a change order?

An addendum may be appropriate if the department would have difficulty preparing a change order. Difficulty in preparing a change order could be defined in several ways. Cost, ability to negotiate and meeting department or other commitments should be considered.

4. Is there time to issue an addendum?

Timing is one of the most critical elements in determining whether an addendum should be issued. If there is inadequate time to prepare the addendum, or for the contractors to consider it in their bid preparation, an addendum cannot be issued. "Adequate time" is defined as delivery of the addendum to the BPD no later than 5:00 PM the Wednesday prior to the letting. Any addendum not posted prior to 5:00 the Thursday prior to the bid letting will become an Emergency Addendum. If this criterion is not met, an addendum may not be issued. If an addendum is necessary after this time, contact BPD to discuss the issue. In this case either a contract change order may be needed or, in the worst case, the proposal will be withdrawn from the letting.

**Table 1.1 Addendum Delivery Timeline**

<i>Timing of Addendum</i>	<i>On-Time</i>	<i>Late</i>	<i>Emergency</i>
<i>Delivery of addenda to BPD</i>	8 am, two-Thursdays before the letting	Between 8 am two-Thursdays before and 5 pm the Wednesday before the letting	After 5 pm the Wednesday before the letting <b>and</b> addenda not posted prior to 5pm on Thursday prior to let

Table 1.1 (above) describes how the addenda are broken down as On-Time, Late, or Emergency which is used as part of the performance measures for addenda.

There will be times where an addendum can be justified and issued between 5:00 pm the Thursday before the letting and 4:00 PM the day prior to the bid letting. This would constitute an "Emergency" Addendum. BPD will make the final determination whether an "Emergency" Addendum should be issued. An "Emergency" Addendum will be posted to the Departments HCCI website at:

<https://wisconsin.gov/Pages/doing-bus/contractors/hcci/default.aspx>

and Bid Express if necessary. The addendum will be also emailed directly to the Eligible Bidders List for that proposal. The eligible bidder(s) must reply to the email that they have received the addendum. If eligible bidders do not respond, the project will be withdrawn from the letting.

If the answer is yes to at least one of the first three justification questions, proceed with the preparation of an addendum. If the answer to all of these questions is no, there may be unique times preparing an addendum would be considered in the department's best interest. Consult with Proposal Development Specialist (608) 266-3985 and/or BPD Chief (608) 266-3721 to determine whether an addendum should be prepared.

Complete and forward the Addendum Development Form shown in [Attachment 1.2](#) and the Addendum Form shown in [Attachment 1.4](#) to the Proposal Development Specialist, utilizing the Proposal Management Section's mailbox (Mailbox - DOT DTSD BPD Proposal Management Section or [DOTDTSDBPDPProposalManagementSection@dot.wi.gov](mailto:DOTDTSDBPDPProposalManagementSection@dot.wi.gov)). The region may follow up its submittal with a phone call to the Proposal Development Specialist 608-266-3985.

**1.3 Completing the Addendum Development Form**

The Addendum Development Form is required for all addenda submitted to the Proposal Management Section. The only person using this form is the Proposal Development Specialist to not only know the reason for the addendum, but it helps understand any changes to the bid item quantities. It can be broken down by project ID (if multiple projects are tied to the proposal), it shows which category the item is in, the existing quantity prior to addendum, and new quantity.

The Addendum Development Form instructions for each section are below:

1.3.1 Project Information

**ADDENDUM DEVELOPMENT FORM**

Letting Date:  
 Proposal Number:  
 Proposed Addendum No.:  
 Project ID:  
 Federal ID:  
 Project Description:

Contact Person:  
 Phone Number:  
 Date:

- Enter the project information. It is important that the contact person is the individual the Proposal Development Specialist can contact if they have questions.

Example:

<b>ADDENDUM DEVELOPMENT FORM</b>			
Letting Date:	July 12, 2022		
Proposal Number:	20220712001		
Proposed Addendum No.:	01		
Project ID:	3080-01-40	3080-01-75	3080-01-76
Federal ID:	N/A	WISC 2022450	WISC 2022451
Project Description:	Madison – Cambridge CTH AB Overpass USH 12 Dane County	Madison – Cambridge CTH AB Overpass USH 12 Dane County	Madison - Cambridge CTH AB Interchange USH 12 Dane County
Contact Person:	John Doe		
Phone Number:	608-555-6789		
Date:	June 28, 2022		

1.3.2 Program Type:

**PROGRAM TYPE (CHECK ONE):**

- |                                       |   |                                      |   |
|---------------------------------------|---|--------------------------------------|---|
| <input type="checkbox"/> Local (205)  | <input type="checkbox"/> Local (206)  | <input type="checkbox"/> Local (211) | <input type="checkbox"/> Local (290)            |
| <input type="checkbox"/> Major (302)  | <input type="checkbox"/> State (303)  | <input type="checkbox"/> SE (301ZO)  | <input type="checkbox"/> <del>Maint</del> (305) |
| <input type="checkbox"/> ITSTBR (304) | <input type="checkbox"/> Other <span style="background-color: #cccccc; display: inline-block; width: 20px; height: 10px;"></span> |                                      |   |

- It is important that the Program Type is listed.

Example:

<b><u>PROGRAM TYPE (CHECK ONE):</u></b>			
<input type="checkbox"/> Local (205)	<input type="checkbox"/> Local (206)	<input type="checkbox"/> Local (211)	<input type="checkbox"/> Local (290)
<input type="checkbox"/> Major (302)	<input checked="" type="checkbox"/> State (303)	<input type="checkbox"/> SE (301ZO)	<input type="checkbox"/> <del>Maint</del> (305)
<input type="checkbox"/> ITSTBR (304)	<input type="checkbox"/> Other <span style="background-color: #cccccc; display: inline-block; width: 20px; height: 10px;"></span>		

**1.3.3 Timing and Justification of Addendum:**

**TIME FOR ADDENDUM**

Is there sufficient time to issue an addendum?  Yes  No

Note: Time defined as delivery of the addenda and the plans to the BPD's Proposal Management Section (refer to table below).

Timing of Addendum	On-Time	Late	Emergency
Delivery of addenda to BPD	8 am, two-Thursdays before the letting	Between 8 am two-Thursdays before and 5 pm the Wednesday prior to the letting	After 5 pm the Wednesday before the letting <b>and</b> addenda not posted prior to 5pm on Thursday prior to let

Emergency Addenda, if processed, must be emailed to all eligible bidders and confirmation of receipt by the contractors must be received by BPD. It will be BPD's decision to process the addendum.

**JUSTIFICATION CRITERIA FOR ADDENDUM DEVELOPMENT**

Is addenda needed:

- Would the contractor have problems preparing the bid?  Yes  No
- Would there be problems with awarding the bid?  Yes  No
- Would there be difficulty in preparing a change order?  Yes  No

Explain (address the consequences of not issuing the addenda measured in terms of cost, time or meeting project commitments):

- Be sure to pay attention to the timing deadlines and explain below what the consequences could be if the addendum is not issued.

Example:

**TIME FOR ADDENDUM**

Is there sufficient time to issue an addendum?  Yes  No

Note: Time defined as delivery of the addenda and the plans to the BPD's Proposal Management Section (refer to table below).

Timing of Addendum	On-Time	Late	Emergency
Delivery of addenda to BPD	8 am, two-Thursdays before the letting	Between 8 am two-Thursdays before and 5 pm the Wednesday prior to the letting	After 5 pm the Wednesday before the letting <b>and</b> addenda not posted prior to 5pm on Thursday prior to let

Emergency Addenda, if processed, must be emailed to all eligible bidders and confirmation of receipt by the contractors must be received by BPD. It will be BPD's decision to process the addendum.

**JUSTIFICATION CRITERIA FOR ADDENDUM DEVELOPMENT**

Is addenda needed:

- Would the contractor have problems preparing the bid?  Yes  No
- Would there be problems with awarding the bid?  Yes  No
- Would there be difficulty in preparing a change order?  Yes  No

Explain (address the consequences of not issuing the addenda measured in terms of cost, time or meeting project commitments): If the addendum is not issued, a change order will be required for the Marking Diagonal Epoxy 12-inch, Culvert Pipes, Storm Sewer Pipes, and Apron Endwalls.

**1.3.4 Addendum Information:**

**WHO INITIATED THE ADDENDUM? (CHECK ALL THAT APPLY):**

- Region     Consultant     Central Office     Contractor

Please explain:

**WHAT IS THE PRIMARY REASON(S) FOR THE ADDENDUM? (CHECK ALL THAT APPLY):**

- Bid Items/Quantities (check all that apply)  
 Revised Bid Item(s)     Added Bid Item(s)     Deleted Bid Item(s)     Other

If any checked, please explain:

- Special Provisions (check all that apply)  
 Revised Article(s)     Added Article(s)     Deleted Article(s)     Other

If any checked, please explain:

- Plan Sheets (check all that apply)  
 Revised Plan Sheet(s)     Added Plan Sheet(s)     Deleted Plan Sheet(s)  
 Structure Plan Revision(s)     Other

If any checked, please explain:

- Design Related (check all that apply)  
 Standards changed     Change in Project Scope     Other

If any checked, please explain:

- This information is entered into a database and is used for the Design Quality Index.

Example:

**WHO INITIATED THE ADDENDUM? (CHECK ALL THAT APPLY):**

Region     Consultant     Central Office     Contractor

Please explain: Consultant found that the marking diagonal epoxy 12-inch was missing on one of the marking sheets. The Contractor noted that confusion was created when determining which storm sewer structure items were covered by the general provisions for the City of Madison storm sewer. The Contractor also noted the use of alternate materials for specific sizes of culvert pipes, storm sewer pipes, and apron endwalls.

**WHAT IS THE PRIMARY REASON(S) FOR THE ADDENDUM? (CHECK ALL THAT APPLY):**

Bid Items/Quantities (check all that apply)  
 Revised Bid Item(s)     Added Bid Item(s)     Deleted Bid Item(s)     Other

If any checked, please explain: The quantity for bid item Marking Diagonal Epoxy 12-inch is incorrect and the contractor's bids would not reflect the actual work required. The bid items for select culvert pipes, storm sewer pipes, and apron endwalls were incorrect and would result with inaccurate bids from contractors. The removing fence items were incorrect as a portion of the removals will be by others.

Special Provisions (check all that apply)  
 Revised Article(s)     Added Article(s)     Deleted Article(s)     Other

If any checked, please explain:

Special Provision Article 36 was deleted as the item will be removed by others.  
 Special Provision Article 49 is modified to reduce inconsistency in the expectations from the City of Madison and cast-in-place structures.  
 Special Provision Article 80 was deleted and content split into Articles 133 and 134. Outlet control structures for Ponds A and B are now called out as CIP (cast-in-place) with reference to the general provisions for City of Madison storm sewer.

- Plan Sheets (check all that apply)
- Revised Plan Sheet(s)       Added Plan Sheet(s)       Deleted Plan Sheet(s)
- Structure Plan Revisions       Other

If any checked, please explain: Plan sheet 34 was revised to allow for a 2% slope on the top of the Millpond Infield Optional Waste Site. Plan sheets 42-44 were revised to show the revised pay item callouts. Plan sheet 80 was revised to show work by others. Plan sheets 190-192, 196, 197 were revised to change the storm sewer pipe material from reinforced concrete to Class III-A. Additionally, the apron ~~endwall~~ bid items were changed to allow for multiple material options. Plan sheet 307 was revised to include marking diagonal epoxy 12-inch along Millpond Road. Miscellaneous quantity sheet 474 has revised bid items for specific culvert pipes and apron endwalls. Miscellaneous quantity sheets 477-479, 481, 509 has revised bid items for specific storm sewer pipes and apron endwalls. Miscellaneous quantity sheet 493 has revised removing fence table. Miscellaneous quantity sheet 515 has revised item names in the Pond A and B drainage tables. Miscellaneous quantity sheet 548 has a revised quantity for the diagonal marking item. Plan sheets 585 and 588 were revised to update a note displaying the culvert pipe material. Cross section sheets 1323-1327 were revised with the updated elevations for the top of the optional waste site.

- Design Related (check all that apply)
- Standards changed       Change in Project Scope       Other

If any checked, please explain:

**1.3.5 Addendum**

**Instructions: Special**

**Provisions:** Add the article numbers in the appropriate boxes.

**Schedule of Items:**

Schedule of Items:

Revised Bid Item Quantities - ID					
Category	Bid Item	Item Description	Unit	Current Quantity	Revised Quantity

Added Bid Item Quantities - ID					
Category	Bid Item	Item Description	Unit	Quantity	Unit Price

Deleted Bid Item Quantities - ID				
Category	Bid Item	Item Description	Unit	Current Quantity



- This is used to update AWP. It is a breakdown of what category, current quantity in that category and what the new quantity will be. For multiple Project ID's, copy the tables and add the project IDs to the Revised, Added, and Deleted rows. This makes the addendum much quicker to process.

Example:

<b>Schedule of Items:</b>					
<b>Revised Bid Item Quantities – ID 3080-01-75</b>					
Category	Bid Item	Item Description	Unit	Current Quantity	Revised Quantity
0010	521.1018	Apron Endwalls for Culvert Pipe Steel 18-inch	Each	8	4
0010	522.0124	Culvert Pipe Reinforced Concrete Class III 24-inch	LF	174	0
0010	608.0324	Storm Sewer Pipe Reinforced Concrete Class III 24-inch	LF	554	97
0010	608.0330	Storm Sewer Pipe Reinforced Concrete Class III 30-inch	LF	124	0
<b>Revised Bid Item Quantities – ID 3080-01-76</b>					
Category	Bid Item	Item Description	Unit	Current Quantity	Revised Quantity
0010	204.0170	Removing Fence	LF	15,429	13,975
0020	646.7120	Marking Diagonal Epoxy 12-inch	LF	131	271
<b>Added Bid Item Quantities - ID 3080-01-75</b>					
Category	Bid Item	Item Description	Unit	Quantity	Unit Price
0010	520.1012	Apron Endwalls for Culvert Pipe 12-inch	Each	1	\$700
0010	520.1018	Apron Endwalls for Culvert Pipe 18-inch	Each	10	\$600
0010	520.1024	Apron Endwalls for Culvert Pipe 24-inch	Each	4	\$700
<b>Added Bid Item Quantities - ID 3080-01-76</b>					
Category	Bid Item	Item Description	Unit	Quantity	Unit Price
0010	SPV.0060.67	CIP Outlet Control Structure Pond A	Each	1	\$8,000
0010	SPV.0060.68	CIP Outlet Control Structure Pond B	Each	1	\$8,000
<b>Deleted Bid Item Quantities – ID 3080-01-75</b>					
Category	Bid Item	Item Description	Unit	Current Quantity	
0010	521.3118	Culvert Pipe Corrugated Steel 18-inch	LF	82	
0010	608.0330	Storm Sewer Pipe Reinforced Concrete Class III 30-inch	LF	124	
<b>Deleted Bid Item Quantities – ID 3080-01-76</b>					
Category	Bid Item	Item Description	Unit	Current Quantity	
0010	204.9060.S.01	Removing Chain Link Gate	Each	1	
0010	521.3118	Culvert Pipe Corrugated Steel 18-inch	LF	92	
0010	SPV.0060.10	Outlet Control Structure Pond A	Each	1	
0010	SPV.0060.11	Outlet Control Structure Pond B	Each	1	

**1.3.6 Plan Sheets:**

- Add the plan sheet numbers in the appropriate boxes.

**1.3.7 Structure information:**

**DOES THIS ADDENDUM CONTAIN CHANGES TO:**

Structure Plans?  Yes  No

If yes, list Structure Numbers:

Special Provision revisions that affect structures?  Yes  No

If you answered "Yes" to either questions 1 or 2, you must E-submit the relevant, revised component of the original E-submit below. In the "Comments" section of the E-submit, place a brief description of the addendum.

**Plan Sheets:** Do not resubmit the entire plan set. Only re-submit the changed plan sheets. The changes to the plan sheet shall be in red font and outlined by red clouding. The revision box shall also be filled in with red font. Each sheet shall be PE stamped, signed, and dated on the date of submittal.

**Structure Design Computations:** The entire computation package with the revised computations shall be resubmitted. Do not submit just the portion of the computations that changed from the original submittal.

**Structure Quantity Computations:** The entire quantity calculation package with the revised quantities shall be resubmitted. Do not submit just the quantity revision that changed from the original submittal.

**Structure Special Provisions:** The official special provisions need to be submitted directly to BPD. Resubmit the special provision document for all special provisions pertaining to the structure to the Bureau of Structures (BOS). This document is for informational purposes only for the BOS.

If you have any other questions, please contact Steve Revello or Najoua Ksontini as a backup.

Email: [Steven.Revello@dot.wi.gov](mailto:Steven.Revello@dot.wi.gov) Phone: (608) 266-5095

Email: [Najoua.Ksontini@dot.wi.gov](mailto:Najoua.Ksontini@dot.wi.gov) Phone: (608) 266-2657

- Just check the boxes and read the instructions how to submit the structure plans. BOS reaches out to me and sends me a link to the approved structure sheets.

### 1.3.8 FHWA and Conclusion

#### FHWA

Is this project subject to federal oversight for design?  Yes  No

If yes, the addendum will need approval from FHWA prior to posting. Please communicate with the FHWA Oversight Engineer prior to submitting the addenda to Proposal Management, so FHWA is aware that an addendum is going to be submitted for approval. After the addenda is processed, Proposal Management will coordinate with the FHWA Oversight Engineer for approval of the addendum. After approval, the addendum will be posted on the HCCI site.

#### Conclusion

No. of Bid Items Changed  Total no. of Bid Items in Plans

No. of Plan Sheets Changed  Total no. of Plan Sheets in Plans

Attach this completed form along with the completed addendum form and send to:  
Mailbox: - DOT DTSD BPD Proposal Management Section or email:  
[DOTDTSDBPDPProposalManagementSection@dot.wi.gov](mailto:DOTDTSDBPDPProposalManagementSection@dot.wi.gov)

Example:

<b><u>FHWA</u></b>			
Is this project subject to federal oversight for design? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
If yes, the addendum will need approval from FHWA prior to posting. Please communicate with the FHWA Oversight Engineer prior to submitting the addenda to Proposal Management, so FHWA is aware that an addendum is going to be submitted for approval. After the addenda is processed, Proposal Management will coordinate with the FHWA Oversight Engineer for approval of the addendum. After approval, the addendum will be posted on the HCCI site.			
<b><u>Conclusion</u></b>			
No. of Bid Items Changed	15	Total no. of Bid Items in Plans	447
No. of Plan Sheets Changed	7	Total no. of Plan Sheets in Plans	1328
Attach this completed form along with the completed addendum form and send to: Mailbox: - DOT DTSD BPD Proposal Management Section or email: <a href="mailto:DOTDTSDBPDPProposalManagementSection@dot.wi.gov">DOTDTSDBPDPProposalManagementSection@dot.wi.gov</a>			

### 1.4 Preparing the Addendum

The addendum form is required for all addenda. This is the form the contractors are going to see and use to prepare their bid.



There are three parts to an addendum.

- Addendum Form – required for all addenda
- Plan Sheets – required if plan changes are required
- SOI (Schedule of Items) – Addendum Development Specialist submit this when there are changes to quantities. The current SOI prior to addendum is at the end of the proposal.

**1.4.1 How to fill out the Addendum Form:**



**Wisconsin Department of Transportation**

Month DD, YYYY

**Division of Transportation Systems Development**  
 Bureau of Project Development  
 4822 Madison Yards Way, 4<sup>th</sup> Floor South  
 Madison, WI 53705

Telephone: (608) 266-1631  
 Facsimile (FAX): (608) 266-8459

**NOTICE TO ALL CONTRACTORS:**

<b>Proposal #xx:</b>	<b>Project ID, Federal ID Project Title Project Limit Route County</b>	<b>Project ID, Federal ID Project Title Project Limit Route County</b>
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**Letting of Letting Date**

This is Addendum No. xx, which provides for the following:

- Fill in the Project ID(s) and project information as shown on the title sheet of the plans or the proposal.

Example:

*June 28, 2022*

4822 Madison Yards Way, 4<sup>th</sup> Floor South  
Madison, WI 53705

Telephone: (608) 266-1631  
Facsimile (FAX): (608) 266-8459

**NOTICE TO ALL CONTRACTORS:**

<b>Proposal #01:</b>	<b>3080-01-40 Madison - Cambridge CTH AB Overpass USH 12 Dane County</b>	<b>3080-01-75, WISC 2022450 Madison - Cambridge CTH AB Overpass USH 12 Dane County</b>
	<b>3080-01-76, WISC 2022451 Madison - Cambridge CTH AB Interchange USH 12 Dane County</b>	

**Letting of July 12, 2022**

This is Addendum No. 01, which provides for the following:

**1.4.2 Special Provisions:**

**Special Provisions:**

<b>Revised</b> Special Provisions	
Article No.	Description

<b>Added</b> Special Provisions	
Article No.	Description

<b>Deleted</b> Special Provisions	
Article No.	Description

- If you are revising the title of an article, you need to delete the current article and add a new article with the new title.
- When adding an article, it should be at the end of the article numbers.

Example:

<b><u>Special Provisions:</u></b>	
<b>Revised</b> Special Provisions	
Article No.	Description
49	General Provisions for City of Madison Storm Sewer.
<b>Added</b> Special Provisions	
Article No.	Description
133	CIP Outlet Control Structure Pond A, Item SPV.0060.67; CIP Outlet Control Structure Pond B, Item SPV.0060.68.
134	Outlet Control Structure Pond C, Item SPV.0060.12; Outlet Control Structure Pond D, Item SPV.0060.14.
<b>Deleted</b> Special Provisions	
Article No.	Description
36	Removing Chain Link Gate, Item 204.9060.S.01
80	Outlet Control Structure Pond A, Item SPV.0060.10; Outlet Control Structure Pond B, Item SPV.0060.11; Outlet Control Structure Pond C, Item SPV.0060.12; Outlet Control Structure Pond D, Item SPV.0060.14.

1.4.3 Schedule of Items:

**Schedule of Items:**

Revised Bid Item Quantities					
Bid Item	Item Description	Unit	Proposal Total Prior to Addendum	Proposal Quantity Change (-)	Proposal Total After Addendum

Added Bid Item Quantities					
Bid Item	Item Description	Unit	Proposal Total Prior to Addendum	Quantity Added	Proposal Total After Addendum
			0		
			0		
			0		
			0		
			0		

Deleted Bid Item Quantities					
Bid Item	Item Description	Unit	Proposal Total Prior to Addendum	Proposal Quantity Change (-)	Proposal Total After Addendum
					0
					0
					0
					0
					0

- If the proposal has multiple projects tied, use the proposal total prior to addendum. For the proposal quantity change in this addendum (2,000 or -2,000 for example), and the proposal total after the addendum. The addendum development form breaks down the ID's, Category, Items as explained in **1.3.5 Addendum Instructions**.

Example:

Schedule of Items:					
Revised Bid Item Quantities					
Bid Item	Item Description	Unit	Proposal Total Prior to Addendum	Proposal Quantity Change (-)	Proposal Total After Addendum
204.0170	Removing Fence	LF	15,641	-1,454	14,187
521.1018	Apron Endwalls for Culvert Pipe Steel 18-inch	Each	12	-8	4
522.0124	Culvert Pipe Reinforced Concrete Class III 24-inch	LF	544	-174	370
608.0324	Storm Sewer Pipe Reinforced Concrete Class III 24-inch	LF	1,018	-457	561
646.7120	Marking Diagonal Epoxy 12-inch	LF	540	140	680

Added Bid Item Quantities					
Bid Item	Item Description	Unit	Proposal Total Prior to Addendum	Quantity Added	Proposal Total After Addendum
520.1012	Apron Endwalls for Culvert Pipe 12-inch	Each	0	1	1
520.1018	Apron Endwalls for Culvert Pipe 18-inch	Each	0	14	14
520.1024	Apron Endwalls for Culvert Pipe 24-inch	Each	0	4	4
SPV.0060.67	CIP Outlet Control Structure Pond A	Each	0	1	1
SPV.0060.68	CIP Outlet Control Structure Pond B	Each	0	1	1

Deleted Bid Item Quantities					
Bid Item	Item Description	Unit	Proposal Total Prior to Addendum	Proposal Quantity Change (-)	Proposal Total After Addendum
204.9060.S.01	Removing Chain Link Gate	Each	1	-1	0
521.3118	Culvert Pipe Corrugated Steel 18-inch	LF	174	-174	0
608.0330	Storm Sewer Pipe Reinforced Concrete Class III 30-inch	LF	124	-124	0
SPV.0060.10	Outlet Control Structure Pond A	Each	1	-1	0
SPV.0060.11	Outlet Control Structure Pond B	Each	1	-1	0

**1.4.4 Plan Sheets:**

**Plan Sheets:**

Revised Plan Sheets	
Plan Sheet	Plan Sheet Title (brief description of changes to sheet)

Added Plan Sheets	
Plan Sheet	Plan Sheet Title (brief description of why sheet was added)

Deleted Plan Sheets	
Plan Sheet	Plan Sheet Title (brief description of why sheet was deleted)

- If there are multiple ID's (and are separate plan sets), copy and paste the boxes and add the project ID after the **Revised, Added, Deleted** Plan Sheets rows.
- For **Added** Plan Sheets, locate where the sheet(s) are to be inserted. If between sheet 31 and 32, you would call the plan sheet 31A. If multiple in same inserted location, you would call them 31A, 31B, 31C etc.

Example:

<b>Plan Sheets:</b>	
<b>Revised Plan Sheets</b>	
Plan Sheet	Plan Sheet Title (brief description of changes to sheet)
34	Construction Detail-Millpond Infield-Optional Waste Site (increased top slope along alignment from 1% to 2%)
42	Drainage Pond Detail (revised item name callouts)
190	Storm Sewer: CTH AB/Millpond Road (revised SS pipe & AEW materials)
191	Storm Sewer: CTH AB (revised SS pipe & AEW materials)
474	Miscellaneous Quantities (switched bid item for culvert pipes)
477	Miscellaneous Quantities (switched bid items for SS pipes)
<b>Added Plan Sheets</b>	
Plan Sheet	Plan Sheet Title (brief description of why sheet was added)
31A	Added Construction Detail
<b>Deleted Plan Sheets</b>	
Plan Sheet	Plan Sheet Title (brief description of why sheet was deleted)
639	SDD Driveways Without Curb and Gutter

### 1.4.5 Other

**Other**

*(If necessary, describe any other miscellaneous changes here.)*

- This is the location where you would call out revising time for completion.

Examples:

<b>Other</b>
Revise Contract Completion Time from a completion date of June 30, 2023 to a completion date of August 26, 2023.

- Revise the contract time for completion from 80 working days to 90 working days (an increase in 10 working days).
- Revise the contract time for completion from 40 working days to a completion date of August 26, 2022.

1.4.6 Special Provisions:

ADDENDUM NO. x

PROJECT ID

Month DD, YYYY

Special Provisions

x. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

xx. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

xx. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX, Item XXXXXXXXXXXX.

A Description

B Materials

C Construction

D Measurement

The department will measure XXXXXXXXXXXXXXXXXXXXXXXX by the XXXXXXXX, acceptably completed.

E Payment

The department will pay for measured quantities at the contract unit price under the following bid item:

ITEM NUMBER	DESCRIPTION	UNIT
XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XX

Example:

**36. Deleted**

**49. General Provisions for City of Madison Storm Sewer.**  
 Replace paragraph six with the following:  
Construct catch basins, manholes and inlets using the cast in place concrete masonry option. All structures shall be reinforced concrete. Concrete brick and block options are prohibited.

**133. CIP Outlet Control Structure Pond A, Item SPV.0060.67;  
 CIP Outlet Control Structure Pond B, Item SPV.0060.68.**

**A Description**  
 Furnish and install a CIP Outlet Control Structure Pond according to the pertinent provisions of standard spec 611, the general provisions for City of Madison Storm Sewer, the as shown on the plans, and as



hereinafter provided. Furnish and install a trash rack on the outlet control structure and according to the pertinent provisions of standard spec 506 and 513, as shown on the plans and as hereinafter provided. Provide orifice holes and PVC pipe and fittings as shown on the plan. Provide concrete to fill the bottom of the structure as shown on the plans.

**B Materials**

Furnish manhole materials according to standard spec 611.

Furnish concrete according to applicable provisions of standard spec 501.

Furnish steel conforming to the requirements of standard spec 506.2.2.1. Furnish steel galvanizing according to ASTM A123 and ASTM 1153 as applicable.

Trash rack shall be fabricated from structural steel shapes, flat bar and plates, and shall be galvanized after fabrication. Shop drawings for the trash rack shall be submitted to the engineer for approval prior to fabricating the trash rack.

Furnish bolts, nuts and washers for the installation of the trash rack onto the outlet control structure according to standard spec 513.2.1.

**C Construction**

Construct CIP Outlet Control Structure Pond according to the applicable provisions of standard spec 611.3.

**D Measurement**

The department will measure CIP Outlet Control Structure Pond as each individual structure, acceptably completed.

**E Payment**

The department will pay for measured quantities at the contract unit price under the following bid items:

ITEM NUMBER	DESCRIPTION	UNIT
SPV.0060.67	CIP Outlet Control Structure Pond A	EACH
SPV.0060.68	CIP Outlet Control Structure Pond B	EACH

Payment is full compensation for providing and placing all materials, including all masonry, steel and pipe connections, and other fittings; furnishing and installing trash rack; for providing orifice hole, PVC, and fittings; for furnishing, placing, protecting and curing concrete to fill the structure bottom; for furnishing all excavating, backfilling, disposing of surplus material, and cleaning out of structure.

Work associated with constructing the clay anti-seep collar will be paid for separately.

Other examples of revising special provisions:

- *Replace entire article language with the following:*
- *Remove paragraph 4*
- *Replace paragraph 4 with the following:*
- *Add the following under section titled **B Materials**:*

**1.4.7 Conclusion:**

**Schedule of Items**

Attached, dated Month DD, YYYY, are the revised Schedule of Items Pages x, x, x, xx – xx, xx and xx.

**Plan Sheets**

The following 8½ x 11-inch sheets are attached and made part of the plans for this proposal:

Revised: x, xx, xx, xx, xxx, xxx, xxx, xxx and xxx.

Added: xxA, xxA, xxA-B and xxx.

END OF ADDENDUM

- The **Schedule of Items** section will be filled out by the Proposal Development when issuing the addendum.
- Submitter fills out the **Plan Sheets** section.

Example:

**Schedule of Items**

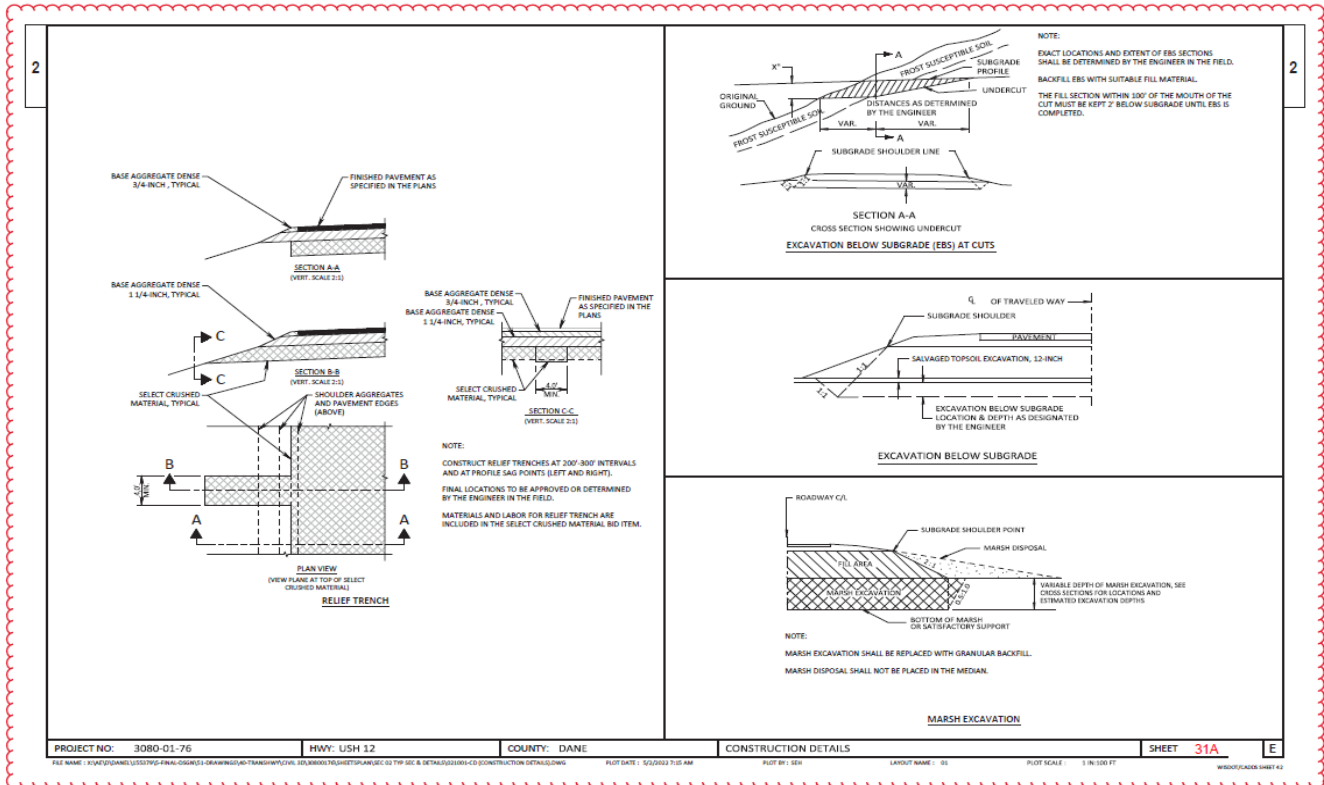
Attached, dated June 28, 2022, are the revised Schedule of Items Pages 1 – 30.

**Plan Sheets**

The following 8½ x 11-inch sheets are attached and made part of the plans for this proposal:  
 Revised 34, 42, 190, 191, 474, and 477.  
 Added: 31A

**1.4.8 Plan Sheet Instructions:**

Plan Sheets revised and/or added plan sheets are to be submitted at 8 ½ x 11 pdfs with red revision clouds around the changes and plan sheet number in the lower right of the sheet. See Addendum Development Form for instructions for submitting Structure Sheet changes.





### 1.5 Final Coordination with BPD

Once the addendum has been prepared, e-mail the addendum to the Proposal Development Specialist utilizing the Proposal Management Section mailbox - DOT DTSD BPD Proposal Management Section or [DOTDTSDBPDPProposalManagementSection@dot.wi.gov](mailto:DOTDTSDBPDPProposalManagementSection@dot.wi.gov). The addendum should be in one MS Word electronic file. Attach plan and detail PDF files to the email, if appropriate. BPD should receive all addenda no later than 5:00 PM the Wednesday before the bid letting.

### 1.6 BPD Processing

Once the addendum information has been transmitted to BPD:

1. The addendum will be reviewed and edited if necessary. A PDF file of the addendum will be created.
2. Changes will be made to the estimate and a PDF file of the revised Schedule of Items pages will be created.
3. The plan sheet PDF files will be reviewed and printed to Adobe Acrobat Distiller to assure 8 ½ x 11-inch format.
4. The addendum, plan sheets, and SOI pages will be merged into a single PDF addendum file.

Once the addendum is complete, BPD will send a notice to the email recipients of the addendum submittal. For addenda on projects that have federal oversight for design and construction, the FHWA oversight engineer will receive the completed addendum prior to posting. Once we have approval from FHWA, the addendum will be posted and notices sent that the addendum will be placed on the HCCI site located on line at:

<https://wisconsin.gov/Pages/doing-bus/contractors/hcci/default.aspx>

within one working day.

BPD does not normally mail addenda to the regions or to contractors. Contractors are required to review the HCCI site until 5:00 PM on the Thursday before the letting to review and print out any addenda for proposals for which they are submitting a bid. "Emergency" Addendum shall be emailed to the Eligible Bidders list for that proposal. The contractor(s) must reply to the email that they have received the addendum. If the file is larger than 5 MB, the contractor will be sent a link to the addendum located on the HCCI site.

The complete addendum as a PDF file and the final MS Word file of the addendum without the attachments are also placed on the DOTNET at the following location: \\DotDtidN\4public\Bhc\ADDENDA. Use this location to view recent addenda that can be used as a template when preparing an addendum, or contact the Proposal Development Specialist at (608) 266-3985.

### 1.7 Measuring Addenda

After the letting, an addendum listing is sent to FHWA. The DQI (Design Quality Index) is output from the Addendum Development Form and is used by management to see what issues we are seeing with the plans and specifications.

### **LIST OF ATTACHMENTS**

<a href="#">Attachment 1.1</a>	Addenda Development Form (blank)
<a href="#">Attachment 1.2</a>	Sample Completed Addenda Development Form
<a href="#">Attachment 1.3</a>	Addendum Form (Blank)
<a href="#">Attachment 1.4</a>	Sample Completed Addendum

## **FDM 19-22-5 Post Advertisement Questions and Answer Process**

June 24, 2016

### 5.1 Introduction

To facilitate communication with the construction industry, the department will utilize the Questions and Answers (Q/A) feature within Bid Express, <https://www.bidx.com/>. Industry will ask question(s) through Bid Express for advertised proposals. Questions will be allowed up to 11:45 am the day before the letting, however any question submitted after 2 pm the Thursday prior to the letting may not have sufficient time to prepare a thorough response or develop contract addenda. Bureau of Project Development (BPD) staff will work with Regional staff to answer the question(s). Once the question(s) have been answered, the answer(s) will be available through Bid Express for all Bid Express subscribers. The answer(s) will be available on the specific bid letting page within the HCCI website as an Excel document.

<https://wisconsin.gov/Pages/doing-bus/contractors/hcci/qa.aspx>

The Questions and Answers page is also available in the left navigation bar of the HCCI website.

These responses are not a contract document by definition ([standard spec 101](#)); however, they are the official response of the Department.

## **5.2 Process**

When a question is submitted through Bid Express, an email is generated and sent to BPD at the following address: [DOTBidxQA@dot.wi.gov](mailto:DOTBidxQA@dot.wi.gov). If Regional or Consultant staff receive a question directly from industry, the person receiving the question should submit the question to BPD through the email provided if they feel the answer would be beneficial to all of industry.

The [DOTBidxQA@dot.wi.gov](mailto:DOTBidxQA@dot.wi.gov) mailbox will be monitored by BPD staff. Each month, at the time of advertisement, a proposal design contact list will be saved in the mailbox.

Once a question has been submitted and verified by BPD staff, the questions will be made public on the Bid Express website so industry is aware the question has been asked. Once a question has been published, the question(s) will be forwarded by BPD staff to the appropriate Project Manager, Project Designer, and Supervisor as listed within the plan letter and FIIPs. The Project Staff will provide, within 5 business days or less, the answer(s) to the [DOTBidxQA@dot.wi.gov](mailto:DOTBidxQA@dot.wi.gov) mailbox.

The answer(s) will be reviewed and posted to the Bid Express website (<https://www.bidx.com/>) website, Q&A section, and the HCCI website,

<https://wisconsindot.gov/Pages/doing-bus/contractors/hcci/qa.aspx>

Please note, questions sent after 2 pm the Thursday before the letting, may not be answered prior to letting. Every effort will be made to answer the questions in a timely manner.