

WYOMING DEPARTMENT OF TRANSPORTATION
ROAD DESIGN MEMORANDUM #11
DATE OF ISSUE: August 7, 2021



Approved by: _____

Jeffrey Brown
Highway Development Engineer

Issued by: Project Development, WYDOT, Cheyenne

GENERAL TOPIC: ADDENDAS
SUBJECT: PROCESS & FLOWCHART FOR EXECUTING ADDENDAS

Time Requirements:

- Changes involving the bidding software must be completed and provided to Contracts & Estimates no later than 10 calendar days prior to the letting:
 - Quantity changes
 - Bid item changes
- Changes not involving the bidding software must be completed and submitted to Contracts & Estimates no later than 6 calendar days prior to the letting (typically the preceding Friday):
 - Notes
 - Plans
 - Specifications
 - Non-quantity changes
- Contracts & Estimates will issue approval/disapproval within 2 days of submittal.

Routing & Submittals:

1. When a need for an addendum is identified, that program will contact the PD Design Team Leader to initiate the process.

2. PD compiles a brief explanation of the modifications and will include how the proposed change will affect the project or how the job will be impacted if the proposed change is not made.

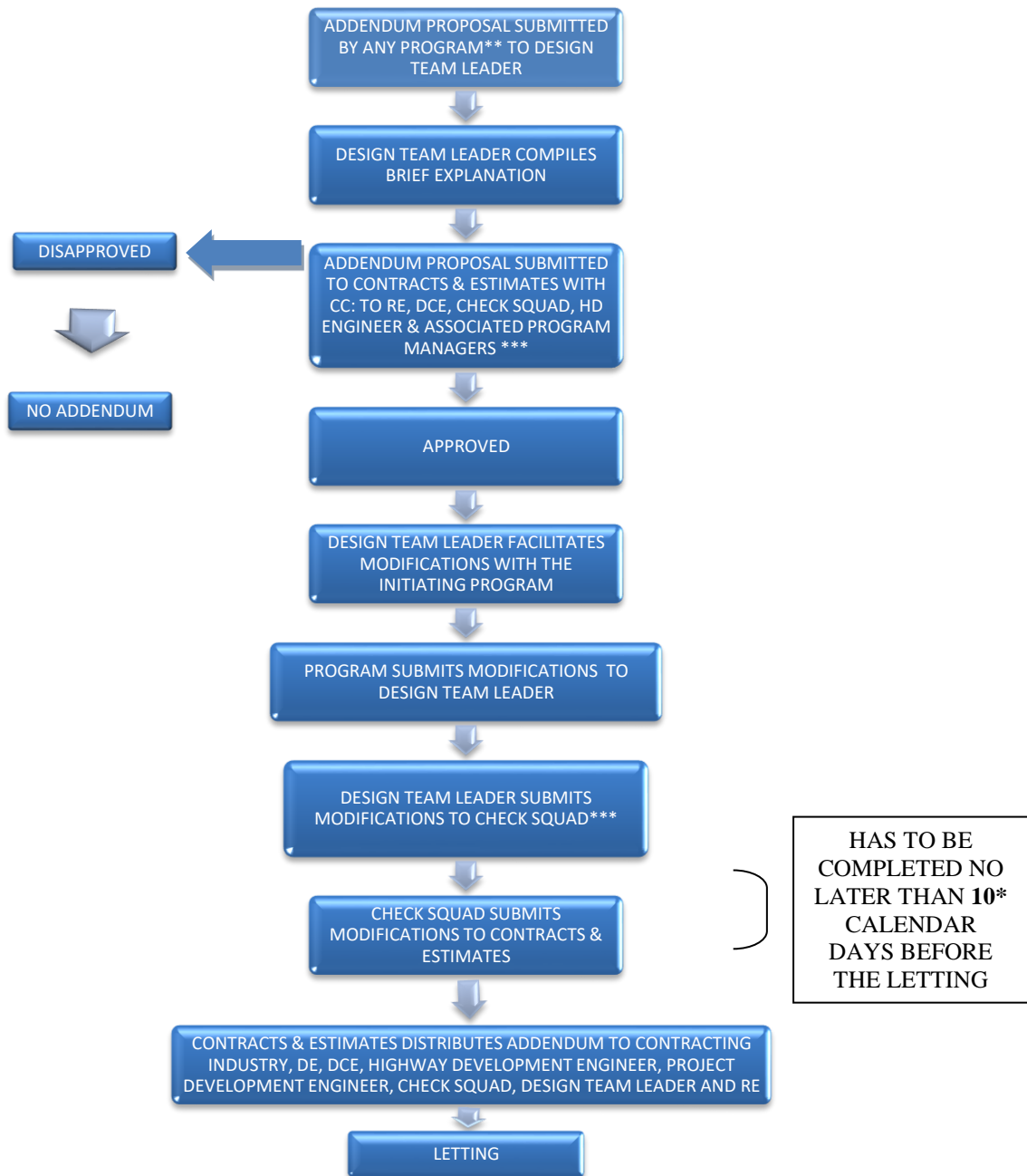
3. PD Design Team Leader submits the addenda proposal to the Contracts & Estimates Engineer with a copy to:
 - Resident Engineer
 - District Construction Engineer
 - Highway Development Engineer
 - Check Squad
 - Associated Program Managers
 - Construction Staff (For Special Provisions)

4. The Contracts and Estimates Engineer will issue approval/disapproval to the PD Design Team Leader within 2 days.

5. If approved, PD will facilitate modifications with the initiating program (including submitting special provisions to Construction Staff) and will forward modifications to the Check Squad (both clean and highlighted pdf copies of the new sheets – not old). The Check Squad will forward modifications to Contracts & Estimates. Contracts & Estimates will notify the contracting industry and copy:
 - Resident Engineer
 - District Construction Engineer
 - District Engineer
 - Highway Development Engineer
 - Project Development Engineer
 - Design Team Leader

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ADDENDUM FLOW CHART



**IF CHANGES DO NOT INVOLVE QUANTITY CHANGES, BID ITEM ADDITIONS OR DELETIONS, OR ANY CHANGES THAT CAN IMPACT BIDDING SOFTWARE INCLUDING COMPLETION DATE CHANGES, ADDENDUM PROPOSALS MAY BE SUBMITTED WITHIN 6 CALENDAR DAYS OF THE LETTING.*

***PROGRAMS INCLUDE DISTRICT, BRIDGE, GEOLOGY, TRAFFIC, ITS, CONSTRUCTION STAFF, RIGHT-OF-WAY, ENVIRONMENTAL SERVICES, MATERIALS, AND PROJECT DEVELOPMENT.*

****INCLUDE CONSTRUCTION STAFF IF THE ADDENDA INVOLVES MODIFYING OR ADDING A SPECIAL PROVISION.*