


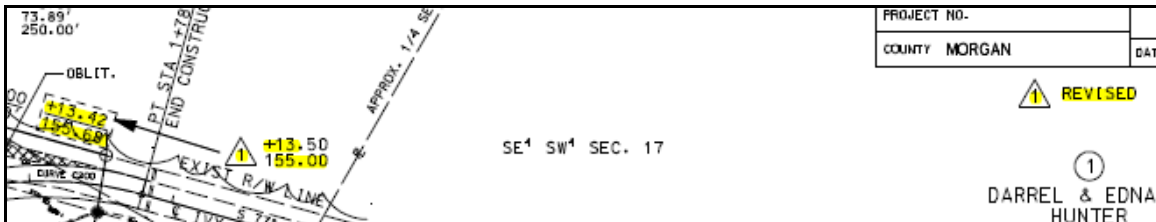


Identification of Revisions in Addendums

Effective for the May 2008 letting, MoDOT will begin identifying revisions to the plans, specifications and estimate more clearly when issuing addendums (or kites). MoDOT is one of the few industries that do not clearly indicate addendum changes on the plans. This makes addendums confusing for bidders – especially when issuing addendums 1 to 1 ½ weeks prior to the bid opening. The following indicates the process for identifying the various revisions to the plans, specifications and estimate.

Revisions to Plan Sheets

The designer should use a triangle with the corresponding number of the revision to identify any changes on the plan sheet. The first revision will be identified with a triangle and a no.1 in it , the second revision with , and the third with , etc. To keep from having various “revised” dates on various plan sheets, the date will only be specified in the revision letter issued by Central Office. No revised date will be specified on the plan sheets. Below are examples of how the revisions should be identified. Also, see attached pdfs in e-mail.



COMPACTING IN CUT				
PLAN SHEET	STATION	STATION	LOCATION	LENGTH (STA.)
4	0+11.03	1+78.68	IVY BEND RD	1.7
			TOTAL	1.7
			USE	1.7

REMARKS	

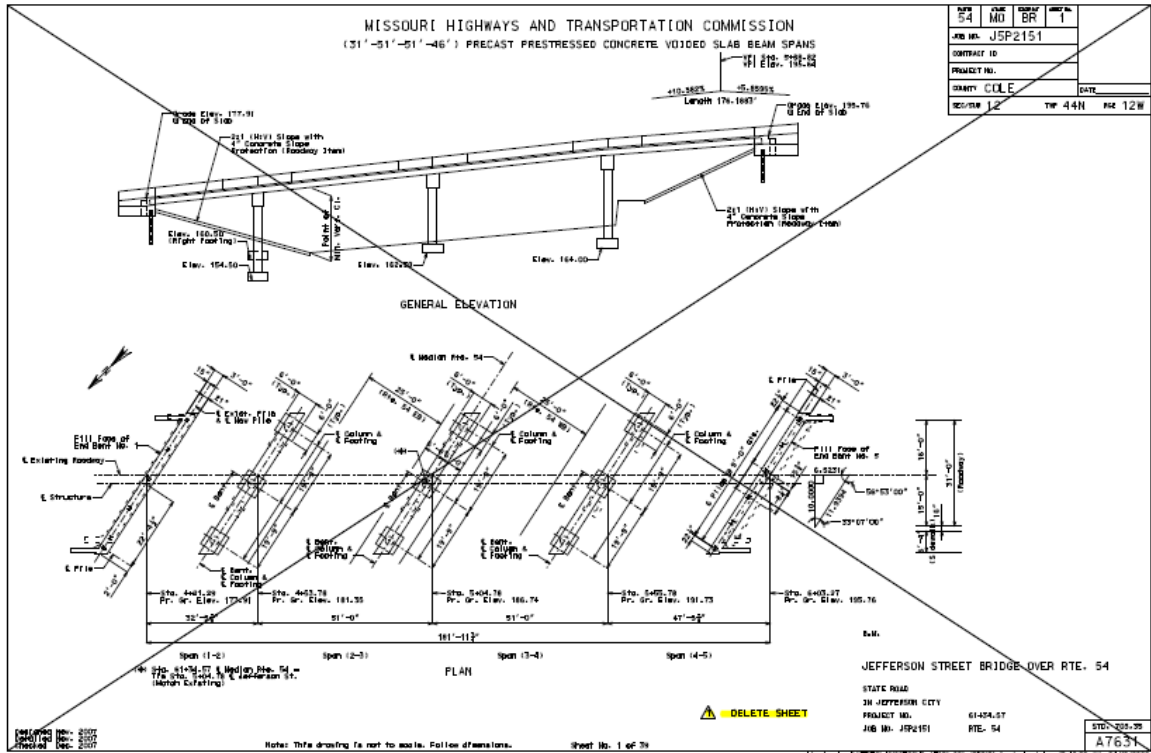
WARM SEASON MIXTURES		
ON	AREA (ACRE)	REMARKS
10B	0.19	
	0.19	
	0.2	

MOBILIZATION
LUMP SUM = 1

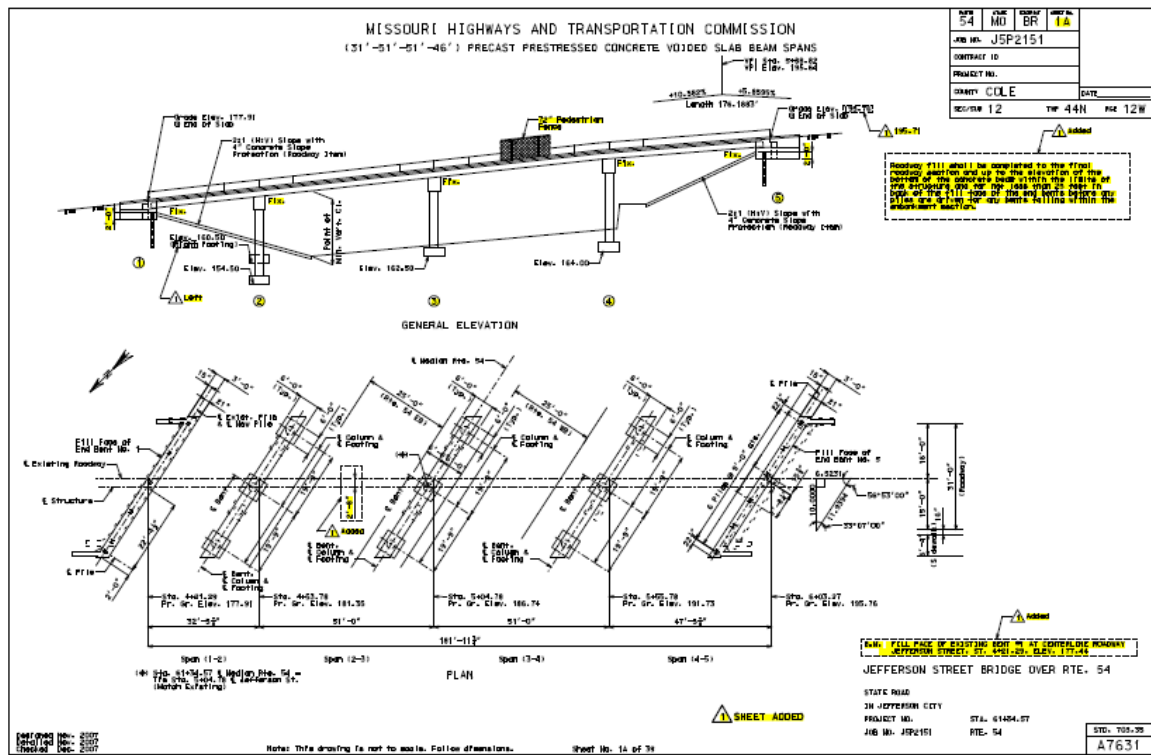
If there are multiple revisions to a plan sheet, and it would be clearer to create a new plan sheet, then delete the existing plan sheet and add a new plan sheet. The deleted sheet should be marked through with an “X” and designated with a triangle and note “Delete Sheet”. The new

sheet should be designated with a note "Add Sheet" and the sheet number updated with an "A" (i.e., if deleting Sheet 21, then new sheet number will be 21A).

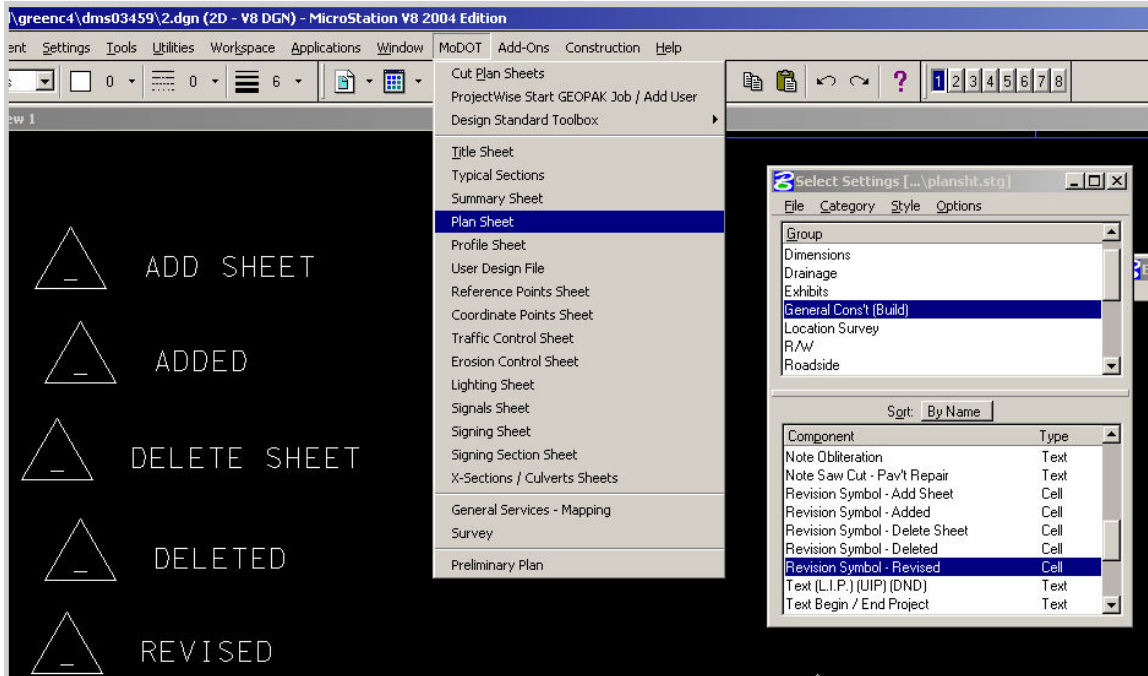
Delete Sheet



Add Sheet



Central Office CADD has created the “revision” notes in MicroStation to simplify the process and also to ensure consistency in the font and size of notes used for the revisions. The revision cells for addendums are located in the **Plan Sheet** settings manager in MicroStation. Once the Plan Sheet settings manager is open, the cells are placed under the **General Const (Build)** group.



The file name for the first revision should contain an R001 at the end of the existing file name; the second revision will contain an R002; etc. This new file naming convention will automatically generate for revised plan sheets when the Bentley upgrade is completed in the very near future. Until then, re-name the revised plan sheet files as follows:

001_TITLE_J010985_I1_R001.pdf
 002_TS_01_J010985_I100_R001.pdf

Revisions to Job Special Provisions

The District should identify any revisions in the JSPs by changing the color of the font to red for any additions and striking through the text for any deletions and save in ProjectWise under the Specifications and Estimate folder with signature block completed – the revision number and date should be specified. The file should be saved as:

Job#_JSP_Roadway01_of_01_R001.pdf

The Reviewer will then highlight the changes and note the revision, as shown in the example below:

① REVISED	3.4 MoDOT will closed the rest area on or near June 1, 2008. on-site work operation until after June 6, 2008. This includes m material.
4.0 Detours and Lane Closures.	
① REVISED	4.1 The contractor shall provide changeable message signs no disruption and possible traffic delays one week before traffic is closures. The changeable message sign shall be installed at a by the engineer.

Revisions to Estimate or Schedule of Items

The District should strike through any deletions and identify any changes or additions on the existing copy of the estimate, then e-mail a pdf of the revised marked-up estimate to the Reviewer.

Once all revisions have been finalized, the Project Manager shall notify the Reviewer via e-mail that the addendum is ready for processing.