## **Addendum Process Changes**

MDT has recently made changes to the Addendum process to align with the AASHTOWare Project Bids electronic bidding process and to make the process more efficient. The intent of this document is to share information and instructions on the new process.

#### **Definitions**

A new Special Provision, Contract Definitions, has been added to all contracts to define both Addenda and Amendments. 101-1-CONTRACT-DEFINITIONS. They are defined as:

<u>Addendum</u>. A contract revision developed after advertisement and before opening proposals. Addenda includes the Question and Answer Forum and amendments.

<u>Amendment</u>. A contract revision to the electronic bid files including added bid items, deleted bid items, or bid item quantities.

Question and Answer Forum (Q&A forum). Information which documents contract amendments and addenda posted during advertisement and prior to the opening of proposals. Q&A Forum information includes notifications, clarifications and the answers provided by the Department to questions posed by the prospective bidders. Unanswered questions posed by prospective bidders are not considered modifications to the contract. Questions posed by prospective bidders are considered contextual information only.

#### **New Process**

All addenda are acknowledged when submitting a bid by checking the box at the bottom of the new Bidding Acknowledgement tab in AASHTOWare Project Bids (\*screen shot included below). Bid files for AASHTOWare Project Bids will only be updated for Amendments.

When an amendment is required for a project, a note will be included in the Q&A Forum stating, "An Amendment will be issued, updated bid files will be posted." The bid files for all projects are processed and posted at one time, when all questions have been answered. This helps to avoid more than one bid file update.

Amendments will require the contractors to load the electronic amendment file while in the opened bid file to apply the amendment. The Schedule of Items (from AASHTOWare Project Bids) printout on projects with amendments must show the amendment(s) applied at the bottom of each page to be considered responsive. Bid files for AASHTOWare Project Bids will only be updated for Amendments.

Amendments and Addenda will be posted to the Q&A forum by 5:00 P.M on the day prior to the bid Letting date, however we will make every attempt to post these as soon as possible after the Q&A closes. This process change was initiated to speed up the posting of Amendments

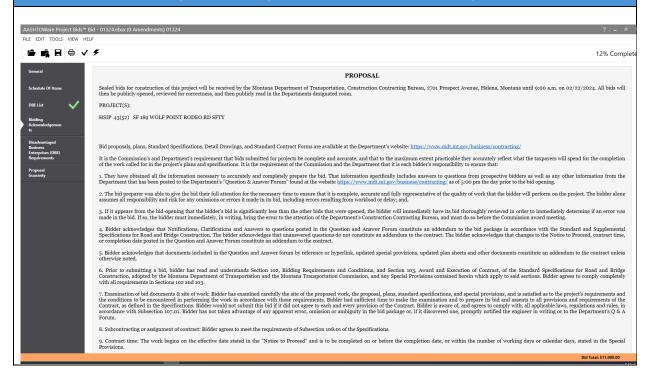
Prior to the process change, the "Addendum Insert" was posted and included in the contract to document addenda. This document would include bid item changes, as well as contract time changes. This has been relabeled as the "Amendment Insert" and moving forward will only include changes to bid items and/or quantities. The Amendment Insert will be included in the contract and linked on the Q&A under the Amendments section (previously labeled Addendum). The insert will summarize the bid item changes and is signed by MDT. The Schedule of Items (SOI) in the proposal will be updated but modified items will no longer be shown in bold. Changes to contract time will no longer be documented in the Amendment Insert or in the updated bid files.

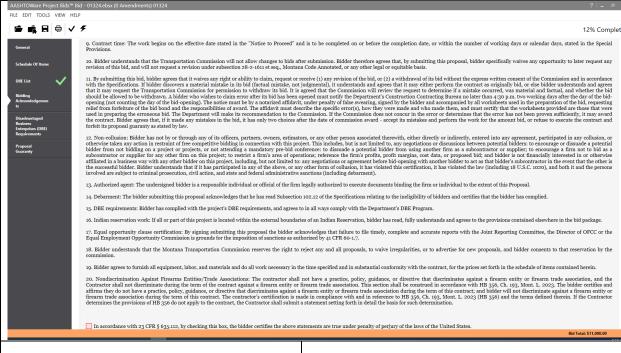
#### **Benefits**

New bid files will only be required for Amendments, not all Addenda. This will streamline the addenda process and save time for both Contractors and MDT staff.

Contractors will no longer have to wait for new bid files to be posted if the project does not have an Amendment. For example, a contract time change in which working days are added will not require a contractor to download new bid files and, therefore, a contractor will no longer be required to wait on a contract time change Addendum to be processed and issued in order to submit a bid.

### \*Screen shot of bidding acknowledgements in AASHTOWare Project Bids:





Please note, these changes need to be updated in the Standard Specifications, website and other documents. We will be working through these changes in the coming months.



Email Construction Contracting at mdtcntplns@mt.gov

# **Sample Amendment Insert**

# Montana Department of Transportation Construction Contracting Bureau

Date(s) Issued:

Click here to enter a date.

AMENDMENTS

For The Following Project(s)
To Be Let On:

Click here to enter a date.

Enter Call # - Enter Project Name Enter Project #

REVISED SCHEDULE OF ITEMS
Changing quantity for Item #:

### **INSTRUCTIONS - READ CAREFULLY**

**Amendments:** Consist of contract revisions to the electronic bid files including added bid items, deleted bid items, or bid item quantity changes. Load the electronic amendment file while in the opened bid file to apply the amendment. The Schedule of Items printout on projects with amendments must show the amendment(s) applied at the bottom of each page to be considered responsive. Bid files for AASHTOWare Project Bids will only be updated for Amendments.

Darin Reynolds, Bureau Chief Construction Contracting Bureau