

## **2.34 PS&E REVISIONS UNDER ADVERTISEMENT**

The following procedure and format are to be followed for all plan Revisions Under Advertisement.

### **2.34.01 Instructions to Complete PS&E Revisions Under Advertisement**

#### **2.34.01.01 Revision to Bid Documents**

The process to revise the Bid Proposal is defined in the Web Trns•port PreConstruction User Handout, located on the Trns•port website at:

<http://internal/trnsapps>

#### **2.34.01.02 Revision to Project Special Provisions**

If there are any changes to the Project Special Provisions or Standard Special Provisions, prepare a revised index to reflect the changes.

Add a side bar to identify changes. (This can be completed either with Track Changes or using the Paragraph Tool Bar – Table Left Border).

**NOTE:** It is easiest to revise a spec with track changes by creating a new document, copying in the text of the spec from the original document and then begin editing. The new document shall have the same format as the original specs. Using section breaks (next page) instead of page breaks helps with the page numbering. With section breaks, you can break the link between pages with the “Link to Previous” command in the Header/Footer box. Track Change Options: Insertions (None), Deletions (Hidden), Formatting (None), Change Lines (Left Border), Balloons (Never).

#### Numbering of Pages – Project Special Provisions

The lower case letter indicates the revision number

1a Revision No. 1 under advertisement (Index page)

13b Revision No. 2 under advertisement

28c Revision No. 3 under advertisement

An upper case letter indicates that the page is being added.

13Ba

Example: Revised page 13 (no added pages). The numbering of the special provision under Revision No. 1 is 13a.

Example: Page 32 was originally a one-page special provision. After advertisement this special provision needed to be expanded to include more detail and ended up being five pages. The numbering of the special provision under Revision No. 1 is 32a, 32Aa, 32Ba, 32Ca, 32Da.

Note: Specifications added to project by Revision Under Ad shall be added to the end of the spec package without increasing the original page numbering.

Example: The original spec package ends with Page 50. A ten page SWMP spec is added by Revision Under Ad. The page numbering would be as follows if the original Page 50 is not to be revised during this revision: 50Aa-50Ja. If another three page spec is added, the numbering is as follows: 50Ka-50Ma.

Deleted specifications by Revision Under Ad shall remain in the spec package with a "DELETED" dark diagonal watermark over the original text. Deleted specifications shall remain in the Project Special Provisions Index with a strikethrough the title of the text and (Deleted) following the title with the revised page number identified.

Example: The original spec package contains page 19. That page is being deleted by the first Revision Under Ad. The new page would be numbered 19a with the revision date and have a large text watermark imposed under the existing specification text. The watermark text would be the word "DELETED". Select the diagonal layout and make sure to uncheck the "Semitransparent" box. Select color as automatic (black). In Microsoft Word, the Printed Watermark option is found at Page Layout/Page Background Toolbar. In the Project Special Provisions Index, the title of original specification would remain with a strikethrough and (Deleted) following the title with the revised page number identified, in this case 19a.

### **2.34.01.03 Revision to Standard Special Provisions**

Should a Standard Special provision need to be updated with a more current one, use the date that the Standard Special was approved for use by the Specification Committee in the date column on the revised index . The latest Standard Special Provision will be identified by the date in the upper right hand corner of the each page. If a Standard Special Provision is deleted, the Index should include the title of the original specification with a strikethrough the title with Deleted in parentheses following the title with the revised page number identified, in this case 19a.

**2.34.01.04 Revision to Plan Sheets**

The Title Page (also identified as plan sheet 1) will be included with each Revision where plan pages are added, revised or deleted. Fill out the block in the border to identify the Date, Comments (what is being revised) and Initials of the Engineer of Record.

Sheets Revisions		
Date	Comments	Initials

The Index of Sheets on the Title Page (also identified as plan sheet 1) shall include a Revision number symbol next to the revised sheets.

An added plan sheet will be inserted in the plans in the most logical location.

12A Added plan sheet after sheet 12 and before 13.

The plan sheet numbers will not be revised when a plan sheet is replaced or deleted. The Sheet Revision block will reflect the change.

If text is to be deleted, the text shall remain with a strikethrough.

Use Revision Under Advertisement Revision No. to identify when the revision is made. Example: R-1 noted next to a change indicates this change was made with Revision Under Advertisement No. 1 documents.

**NOTE:** Optional - For extra attention and possible ease in identifying the revision, use a "revision cloud" around the change. Evaluate the impact of the revision cloud to the overall clarity of the sheet. Use at designers discretion.

**2.34.02 Documentation for PS&E Revisions Under Advertisement**

All revision packages are to be submitted to the Printing and Visual Communications Center (VCC) at least 10 days prior to the scheduled bid opening date. Revisions submitted later will result in a deferred bid opening. The package to the Printing Center will include the revision letter and all revised sheets. Additionally, an e-mail distribution of

the revision letter must be made concurrently with or prior to the submittal to the VCC. These steps must be followed to ensure that key processes are initiated.

Address the actual revision letter to "All Holders of Plans for Project No. \_\_\_\_\_." The Revision No. should be listed under "Subject." (All bidders are to acknowledge receipt of the revision in their submitted bid proposals.) Include the following recipients at the bottom of the letter for hard copy distribution:

- FHWA, Colo. F/A Division Operations Engr. (if FHWA has project oversight)
- Individuals listed in the most current \*CU\_HQ/construction Contracts distribution list
- Duran/Stiller, Printing Center
- M. Pyle, Bid Plans
- R. Liljenberg, Business Programs
- M. Gray, Constr. Contracts
- S. Yu, Cost Estimating
- Central Files

- Project Manager
- Resident Engineer

The "Subject" for the e-mail cover letter should note "Revision No. \_\_\_\_\_ Project No. \_\_\_\_\_" All the standard non-regional recipients have been consolidated in a distribution list called "HQ-CU/Construction". The current names in this list are shown for information only.

- Alvaro Duran
  - Bid Plans
  - Jack Stiller
  - Kyle Dilbert
  - Tracie Benton
  - Marci Gray
- } = \*HQ-CU/Construction

- Region Transp. Dir.
- Program Engineer

All non-regional distribution instructions must be followed exactly. The intra-regional distributions are based on a consensus taken from all the regions and may be modified as the Region directs.

The revision letter shall include the following in the order specified:

1. Reasons for Revision.  
List the reasons for the need to revise the project plans and specs in order to enhance newly required reporting needs. Check as many reasons as may apply for each revision. There are eight potential categories from which to choose:
  - a. Plan or specification correction,
  - b. commencement or completion of work time change,
  - c. biddable quantity change,
  - d. addition or deletion of specs,
  - e. addition or deletion of plan sheets,
  - f. new Davis Bacon wage rates,
  - g. funding availability,
  - h. other (explain)
2. Bid Proposal  
Indicate whether there are any changes to the bid proposal (or schedule). If there are, state that the revised schedule (for those not using EBS) or EBS amendment must be used (see example).
3. Project Special Provisions  
List page numbers with titles and brief descriptions for each revised special provision.
4. Standard Special Provisions  
List titles, dates, number of pages, and brief description of change.
5. Plan Sheets  
List sheet numbers with description of revision. **The Title Sheet must always be revised when any plan revision occurs. The Resident Engineer must verify that the Title Sheet has been revised.**
6. Date  
Explicitly state the date of the bid opening and whether it has changed. Do not make vague statements, such as, "At the time previously advertised." If the project has been deferred, call attention to the revised EBS file (see example text).
7. FHWA Approval  
If the project has FHWA oversight, identify FHWA engineer who approved the revision.
8. Authorization  
Indicate who is authorizing the revision and the Region. All revisions must be authorized by someone at or above the Professional Engineer II level. A signature is not required.

**IMPORTANT:** If significant plan quantity errors become known, it is mandatory to issue a revision. In the past, there have been some incidents when the Region went forward with the intent to deal with the errors “in the field.” This is not permissible because it creates distortions in the bidding process that cannot be administered fairly.

**NOTE:** If a revision adds Disadvantaged Business Enterprise participation to a project, the Bid Plans Room must be instructed to include the *Form 714, Underutilized DBE Bid Conditions Assurance*, “Note on DBE %” with the package sent to plan holders and add these forms to all new sets that are sold.

The Resident Engineer should attempt to minimize revisions by reviewing all plans and specifications carefully prior to advertisement. If there are any questions on this process, please contact Marci Gray in Contracts and Market Analysis at (303) 757-9006.

**EXAMPLE OF REVISION REQUEST E-MAIL:**

<p><b>Date:</b> <b>From:</b> (Automatically filled in by Email) <b>Dept:</b> <b>Tel No:</b></p> <p><b>TO:</b> See Below</p> <p><b>Subject:</b> Revision No. 1 HB 9999-999</p> <p>Please find attached the following revision letter for Project _____.</p> <p><b>Distribution:</b></p> <p style="text-align: center;">*HQ-CU/Construction contracts  </p> <p>Which may include the following individuals but the distribution list is kept up to date and should be used over the list below.</p> <p><b>TO:</b> Bid Plans @DHQ <b>TO:</b> Duran, Alvaro @DHQ <b>TO:</b> Stiller, Jack @DHQ <b>TO:</b> Gray, Marci @DHQ <b>TO:</b> Dilbert, Kyle @DHQ <b>TO:</b> Benton, Tracie @DHQ</p> <p><b>CC:</b> RTD <b>CC:</b> Program Engineer</p>
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**EXAMPLE OF REVISION REQUEST LETTER:**

[Project Name, i.e. HB 9999-999]  
[SAP #, i.e. 10000]  
SH 99, North of the Big Hole

DATE: [Current Date]

TO: All Holders of Plans for Project No. {HB 9999-999}

SUBJECT: Revision No. [1, 2, or 3, etc.] (to be acknowledged in all bid proposals)

Reason(s) for Revision

- |  |   |
|--|---|
| <input type="checkbox"/> Plan or Spec Correction   | <input type="checkbox"/> Commencement or completion time change |
| <input type="checkbox"/> Biddable quantity changes | <input type="checkbox"/> Add or delete specs                    |
| <input type="checkbox"/> Add or delete plan sheet  | <input type="checkbox"/> New Davis Bacon wage rates             |
| <input type="checkbox"/> Funding availability      | <input type="checkbox"/> Other (explain) _____                  |

Bid Proposal:

Revised Schedule. Prospective bidders not using EBS must submit their bids on the revised schedule dated (Revision Date) or the bid will be rejected. For EBS use the Amendment posted on the CDOT web site.

OR

No revisions to Schedule

Project Special Provisions:

Pages 1a and 2a: Revised Index  
Page 16a: Added Cross Sections  
Pages 50-56: Deleted Section 253-Asbestos Containing Material Management  
...etc

OR

N/A

Standard Special Provisions:

Page 3a: Revised Date on Standard Special Provision R.O.S.  
106-Quality Of Hot Bituminous Pavement (Nov. 7, 1996)

...etc

OR

N/A

Plan Sheets:

Sheet 1: Updated Revision Block  
Sheet 8: Deleted Item and Revised Quantity  
Sheet 10: Added Item  
Sheet 12: Deleted Item

Sheet 21: Changed Note  
...etc  
OR  
N/A

It is requested that you substitute the enclosed revisions in your copy of plan documents and destroy those sheets superseded by this transmittal.

The Department will open bids for this project on (Bid Opening Date) as previously advertised.  
OR

The Department has delayed the bid opening \_\_ weeks for this project. Bids will be opened on (Bid Opening Date). A new EBS file has been posted on the web to correspond to the revised bid opening date. Bidders using EBS must use the new file.

If FHWA Oversight:

This revision has been approved by \_\_\_\_\_, FHWA Colorado Federal Aid Division Operations Engineer.

This revision is authorized by (PE II authorizing Revision).

cc: FHWA, Colo F/A Division Operations Engr.(If FHWA Oversight)  
Stiller/Duran, Printing Center  
J. Justiniano, Bid Plans  
R. Liljenberg, Business Programs  
M. Gray, Constr. Contracts  
S. Yu, Cost Estimating  
Central Files  
  
Project Manager  
Resident Engineer