

## **Section 15 - Preparation of and Format for Construction Addenda**

- A. Introduction - The Design and Construction Divisions contract with a wide variety and significant number of Professional Services firms (FIRM) for design and construction oversight responsibilities for both capital and non-capital projects. FIRMs are responsible to prepare addenda if necessary. The definition for “*Addenda*” in the General Condition Section 00700 of the EJCDC documents is: “*Written or graphic instruments issued prior to the opening of Bids which clarify, correct, or change the Bidding Requirements or the proposed Contract Documents*”. Due to the number of firms and their individual preferences and experiences for preparing construction addenda packages, a standard approach and template is desired. A standard format will lead to consistency on information within an addendum and enhance the FIRM’s ability to prepare consistent Conformed Documents as detailed in Section 16 in the manual. This Section establishes a protocol for addenda preparation for those projects managed by and thru the Engineering Department.
- B. Guidelines and Specific Requirements
1. Per Article 7 “Interpretations and Addenda” in the Instructions To Bidders Section 00200 of the EJCDC documents, the following apply:
    - a. All questions about the meaning or intent of the Bidding Documents are to be submitted to the Contract Specialist via HRSD’s Enterprise Resources Planning (ERP) System.
    - b. Interpretations or clarifications considered necessary by FIRM in response to such questions will be issued by Addenda coordinated with the Contract Specialist and delivered via HRSD’s ERP to all registered Plan Holders.
    - c. Questions received less than ten days prior to the date for the opening of Bids may not be answered.
    - d. Only questions answered by Addenda will be binding.
    - e. Oral and other interpretations or clarifications will be without legal effect.
    - f. Addenda may be issued to clarify, correct, or change the Bidding Documents as deemed advisable by Owner or FIRM.
  2. The Pre-Bid meetings are typically not mandatory so what is discussed in these meetings could provide an unfair bidding advantage for someone in attendance. Meeting summaries from the Pre-Bid meeting are to be issued as an Addendum if items were addressed in the meeting that could be interpreted as clarifying, correcting, or changing the bidding requirements or the proposed contract documents. If in the opinion of the FIRM and Project Manager no items were discussed in the Pre-Bid meeting that could possibly influence the bidding requirements or the proposed contract documents in any way, then the meeting summary should not be issued as an Addendum.
  3. An Addendum should not be prepared for communication with potential bidders or manufacturer’s representatives, unless an issue related to potential change to contract price or time is mentioned. The attached Addenda template shall be used if an addendum is deemed necessary by the HRSD Project Manager and/or FIRM.
  4. No Addenda are to be issued within two business days prior to the Bid Opening. All addenda are issued within HRSD ERP system.

5. Descriptive terms in the Addendum shall be limited to the following:
  - ADD
  - CLARIFY
  - DELETE
  - INSERT
  - REPLACE
  - REVISE
6. Copies of all Addenda developed by the FIRM are to be transmitted to the Contract Specialist for distribution to Plan Holders via HRSD's ERP.
7. Confirmation by the Contract Specialist will be made via HRSD's ERP that all Addenda have been received and acknowledged by the Plan Holders.
8. All Addenda are to be acknowledged by the Bidder(s) submitting a Bid.
9. All items included in issued Addenda are to be incorporated into the Conformed Documents detailed in Section 16 in this manual.

C. Exhibit A – Addendum Template

**Exhibit A**

Date:

AMENDMENT/ADDENDUM NO. \_\_\_\_\_  
TO THE BIDDING DOCUMENTS  
for the construction of  
PROJECT NAME  
CIP No.  
[City], Virginia

To All Bidders:

The following changes, additions and/or deletions are hereby made part of the Bidding Documents for the construction of the PROJECT NAME, [City], Virginia, for the HRSD dated [Advertisement Date], as fully and completely as if the same were fully set forth therein.

A.

**BIDDERS MUST ACKNOWLEDGE RECEIPT OF THIS AMENDMENT/ADDENDUM IN THE ONLINE SOLICITATION IN ORDER TO SUBMIT BID. FAILURE TO ACKNOWLEDGE AMENDMENT/ADDENDUM WILL NOT ALLOW PROPOSER TO SUBMIT BID.**

**End of Section**