

Guidance for submitting

Addenda and Change Orders

for

Clean Water State Revolving Fund projects

Plans and Specifications for CWSRF projects must meet the appropriate technical design requirements and must conform to the recommendations in the approved Facility Plan. Because the plans and specifications for the project have been previously approved, and addenda and change orders represent changes to the plans and specifications, they must be submitted and approved so the completed project, as constructed, contains no elements that have not been subjected to review and approval.

Addenda

Addenda are revisions to the plans and specifications issued before opening bids and are supplied to bidders in sufficient time so that the information can be incorporated in the bid. Addenda generally do not include significant design changes but are usually issued to clarify ambiguous language, correct minor errors, inform bidders of products that do/do not meet specifications, change bid opening dates, etc. While minor design changes may be made by addendum, major redesign of a project should be made by withdrawing any plans and specifications already issued and issuing a new set.

Addenda will be reviewed according to the same criteria used for plans and specifications. All addenda must be acknowledged by the bidder when the bid is submitted. Addenda will be reviewed and approved in numerical sequence only (i.e. Addendum #2 will not be approved before Addendum #1). If any addenda have been issued, DEQ will not authorize award of a contract or any payments until all addenda have been approved.

Change Orders

Change orders are revisions to a construction contract after the contract has been awarded. Change orders are usually issued to correct situations that arise during construction and can include significant design changes.

Review of change orders is a two-step process. Approval of the change order and determination of the CWSRF participation in any costs associated with the change are separate issues. The change order is first reviewed according to the criteria used for plans and specifications. When that review is successful the change order can be approved. It will then be reviewed for necessity, cost, and eligibility. A change order might be approved and the work declared ineligible for CWSRF participation; or, if the cost of the work is found to be unreasonable, participation may be limited to a reasonable amount.

Change orders should be submitted for review as soon as possible after the need for the change is evident. No payments for eligible work covered by a change order will be made until the change order has been approved. Ideally, change orders should be approved before the work covered by the change order is done. DEQ recognizes that it is sometimes necessary, to avoid work stoppages or contract delays, to verbally instruct the contractor to make changes to the contract and to follow these instructions up with a written change order later. It is essential to keep the DEQ project engineer fully informed of the need for changes and to obtain verbal concurrence

whenever possible to avoid any design or eligibility problems later.

Like addenda, change orders will be reviewed and approved in numerical sequence only.