

APPENDIX D AMENDMENT PREPARATION INSTRUCTIONS

1. GENERAL

A/E's shall be responsible for preparing amendments for the solicitation documents (drawings, specifications and/or RFP sections). **Please remember that any change, however minor, to the solicitation documents MUST be documented by an Amendment.**

Amendments can be issued NLT 10 days prior to the bid opening date or proposal due date. Therefore, amendments that will be issued in 8 1/2" x 11" paper form must be transmitted to the Government's Project Engineer AND the specification writer NLT at the beginning of the business day 13 days prior to the bid opening date or proposal due date. Amendments that will reissue full-size paper drawings or need to be issued as a CD will need additional time. Coordinate this with the Government's Project Engineer AND the specification writer.

The format of the amendments shall be in accordance with the following instructions and shall be transmitted to the Tulsa District in electronic form (e-mail, FTP, or CD).

2. AMENDMENT CONTINUATION SHEET

In addition to the changes to the solicitation documents, the A/E shall prepare the continuation sheet to the Standard Form 30 (SF30). The continuation page contains instructions to the bidders/proposers. Precise wording of the continuation page instructions is very important. Keep the instructions simple and tell the bidders/proposers exactly what to delete and what to add. For Word changes, it is imperative to show the exact text to delete and/or add within quotation marks.

2.1 The Form SF30 (cover form) will be prepared by the Government.

2.2. A continuation sheet example is attached.

3. SPECIFICATIONS

3.1 Specification changes should be issued in the form of revised pages. Issue only the pages containing changes (plus any facing or following pages); however if the "pagination" changes due the revisions, additional pages need to be included. Minor changes to spec sections may be issued as word changes. Always coordinate amendments through the Government Project Engineer.

3.1.1 Revised text shall be readily identifiable by the bidders or proposers. Revised or added text shall be denoted by **bolded text**, underlined text or *italicized underlined text*. Choose a style of text that does not occur in the original solicitation text and be consistent throughout the document. Use only one style for all amendments required for the project.

3.1.2 If entire paragraphs are deleted, retain the paragraph number; delete the text; and substitute the word "Paragraph Deleted" in place of the text after the paragraph number. The blank spaces may be closed or may remain open to avoid adjustment of the subsequent page(s) layout.

3.1.3 Revised pages shall be identified with the "Revised by Amendment 00XX" in a footer at the lower left. If only a portion of a specification section is to be reissued, please ensure that the .pdf file forwarded contains only those pages that are to be reissued. Please include the "facing" or "following" page(s) to allow for two-sided copying.

3.1.4 Entire revised or new sections shall be denoted with a note on all pages in the footer at the lower left. Note shall read "[Section added] [Section revised] by Amendment 00XX". Do not include the bolded (or underlined) text on new sections; revised sections need to have all revised text bolded (or underlined).

3.1.5 Previous amendment denotation shall be deleted on subsequent amendment pages.

3.1.6 Bidding/Proposal Schedules are reissued in their entirety if revisions are required. Word changes are **not** allowed.

3.1.7 Amendments specification files shall be issued in two formats: (1) Specsintact (.sgml) or Word (.doc) files [Note: Word files should be an exception rather than the rule.]; (2) Adobe files (.pdf). Adobe files shall be produced using the Acrobat PDF Writer; do NOT scan the files into .pdf format. Forward revised files by e-mail to the Government's Project Engineer and the Government's Specs writer. Note: If the amendment is very large and contains revised drawings as well as text files, it is preferable to forward the amendment by file transfer protocol (FTP), or CD by overnight mail (if time permits). Coordinate the transfer method with the Government's Project Engineer and the spec writer.

4. DRAWINGS

Changes to drawings can be handled three ways:

- (1) Word (narrative) changes;
- (2) Sketches of revised details, etc;
- (3) Reissue complete drawing(s).

4.1 Word (Narrative) Changes. Word changes may be made to drawings whenever the changes are simple to explain and do not involve lengthy or numerous revisions to a sheet. Word changes must tell the bidder/proposer the location of the revision(s) and exactly what to delete and what to add. Notice that the exact text to delete and add is always contained within quotation marks. The following examples illustrate the right and wrong ways to accomplish word changes:

Example 1:

WRONG: On Drawing A12, the piping should be cast iron.

RIGHT: Drawing A12, Detail G: Change the notation "10-inch schedule 40 galvanized iron pipe" to "10-inch cast iron pipe".

Example 2:

WRONG: Sheet A13. Change door type 5 to H.M. door.

RIGHT: Sheet A13, Door Types. Change door type 5 from "45 MIN. H.M. DOOR" to "H.M. DOOR".

Example 3:

WRONG: Sheet C1. Change note to New Concrete Dumpster Pad on plan.

RIGHT: Sheet C1. In sector C5, delete "NEW DUMPSTER PAD"; replace with "NEW CONCRETE DUMPSTER PAD".

If a word change occurs on a site plan, floor plan or some other type plan, it is permissible to describe the location of the change(s) by the sheet sectors as shown in Example 3 above.

4.2 Sketches. Sketches are used to issue revisions to plans, details, sections, schedules, etc. in lieu of reissuing an entire drawing. Sketches may be a revision to an existing drawing or may add details, etc. Changes should be made to the CADD drawing and these changes should be "clouded", "clipped" and printed to an 8 1/2" X 11" sheet. Revisions should be noted in the "Revision Block" of the title block. It is permissible to have several changes to the same sheet issued with a series of sketches. See the

attached example. (An exception to the clouding rule is if the entire sheet was revised. See paragraph below.) Clouding shall be removed prior to generation of solicitation drawings. All deltas and revision notes in the title block shall remain in place. NOTE: Issuing drawing changes by sketch is preferable - it's faster and cheaper. **Use this method whenever possible.**

4.3 Revised Drawings. When changes are extensive or complicated and issuing the changes by sketch(es) is not practical, the entire drawing shall be revised or reissued. Revisions shall be "clouded," and noted in the Revision Block on the drawing. The drawing revision shall be denoted by a 3/8" delta symbol [located by the change(s) and in the revision block] with the revision number within the delta. (An exception to the clouding rule is if the entire sheet was revised. Then it is permissible to omit the clouding and note in the Revision Block that "Entire sheet revised by Amendment 00XX." Include the delta in the revision block.) Clouding shall be removed prior to generation of solicitation drawings. All deltas and revision notes in the title block shall remain in place. Revised drawings require extra time for printing hard copies or reissuing a CD; coordinate this with the Government's Project Engineer AND the specifications writer. See the attached example of revision block notation.

CONTINUATION SHEET EXAMPLE

Use the following continuation sheet format. Please note that both a Design- Build Request for Proposal and a full-design, best-value solicitation will use an "R" designation in the solicitation number. A traditional bid-build solicitation will use the "B" designation in the solicitation number. Also remember that a traditional bid-build solicitation uses a Bidding Schedule. All others use a Proposal Schedule. Notes to the A/E are shown in italics.

AMENDMENT 00XX

NAME OF PROJECT

MILITARY INSTALLATION OR CIVIL PROJECT NAME, STATE

W912BV-0X-[R or B]-[1][2]0XX

(Use for [1] for civil works projects; use [2] for military projects.)

The [Request for Proposal][solicitation] documents are revised as follows:

[BIDDING][PROPOSAL] REQUIREMENTS, CONTRACT FORMS
AND CONDITIONS OF THE CONTRACT

[Proposal][Bidding] Schedule: Delete the existing [Proposal][Bidding] Schedule in its entirety. Replace with the attached revised [Proposal][Bidding] Schedule.

Section 00050.

a. Delete paragraph 1.3.4 and replace with the attached revised paragraph 1.3.4.

b. Add new paragraph 1.3.5 ATTACHMENTS (attached).

[Note: Changes to Section 00100, 00600, 00700, and 00800 will be added to the continuation sheet by the Government's Specification Writer.]

Section 00800. Delete paragraph 2, Clause 52.0000-4002 WAGE RATES and associated Wage Rates in their entirety. Replace with the attached revised paragraph 2, Clause 52.0000-4002 WAGE RATES and associated Wage Rates.

[Note: Word changes must: 1) Tell the bidder/proposer exactly where to make the revision; 2) Tell the bidder proposer exactly what to delete and/or add. Put the text to be deleted and/or added in quotation marks.]

Section 01011.

a. Add the following to the end of the list in Paragraph 1.3:

"Appendix H - Tinker Air Force Base Fire Safety Provisions
Appendix I - Record Drawings For Shop Area"

b. Delete paragraph 1.4 text in its entirety and insert "Paragraph Deleted" after the paragraph number.

Section 01012. In the first sentence of the second paragraph under paragraph 1.2, delete the text "cost-plus".

Section 01013. Delete Section 01013 in its entirety. Replace with the attached revised Section 01013.

SPECIFICATIONS

Section 01700, paragraph 1.3.7, first sentence: Delete "Not later than 30 days after the contract completion date". Replace with: "At final inspection".

Delete the following specifications sections and replace with the attached revised section of the same number and title:

02220	08700
05500	16415

DRAWINGS

G001, Drawing Index: Add the following drawings to the end of the mechanical and electrical drawing lists, respectively:

M21	Miscellaneous Details
E20	Communications Details
E21	Miscellaneous Sections and Details

Delete the following drawings and replace with the attached revised drawings of the same number:

C1	A12	A32	M10	E20
C5	A31	S11	M12	E21

Add the attached new drawings:

M21	E30	E31
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Drawing A304, Detail 1/A304. Add the following note:

"Note: Provide 3-1/2" unfaced batt insulation over ceiling in ADP Room 202."

Drawing A282:

- a. Details 1, 2, 3, 4, and 5: Delete the notation "Use 1/2" Deep Form Liner" on all details. (8 locations)
- b. Add Detail 10/A282 STAIR DETAIL issued as Sketch 1 attached herewith.

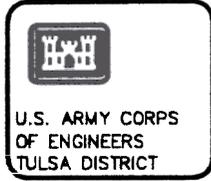
Drawing S4, Section A/S4: Delete "#4 Bars E.W."; replace with "#6 Bars E. W.".

CLARIFICATION

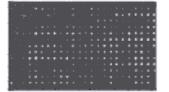
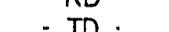
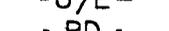
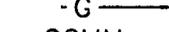
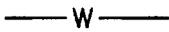
[Use the "clarification" portion of the continuation form only to explain existing information. You may not add or delete any information as a "clarification".]

[Please notice that the continuation sheet page numbers begin with "2". The Standard Form 30 (SF30) is page "1" and will be prepared by the Government.]

**SAMPLE METRIC BORDER SHEET
REVISION BLOCK NOTATION**



NEW



Symbol	Description	Date	Appr.	Symbol	Description	Date	Appr.
△	AM 0004 REV WATER LINE LOCATION						
△	AM 0001 REVISED NOTES						

DESIGNED BY: J. CIBB	DRAWN BY: K. HANES	CONTRACT DATE:
REVIEWED BY: K. SULLIVAN	DRWG. CODE: M 171-212-01	FILE NAME: SFS-C101.DGN
SUBMITTED BY: PAT J. CARROLL, SENIOR V.P.	PLOT DATE: DECEMBER, 2002	PLOT SCALE: AS SHOWN
INVITATION NO. 1: DAC456-03-R-2004	CONTRACT NO. 1: DAC456-03-C-2002	

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5

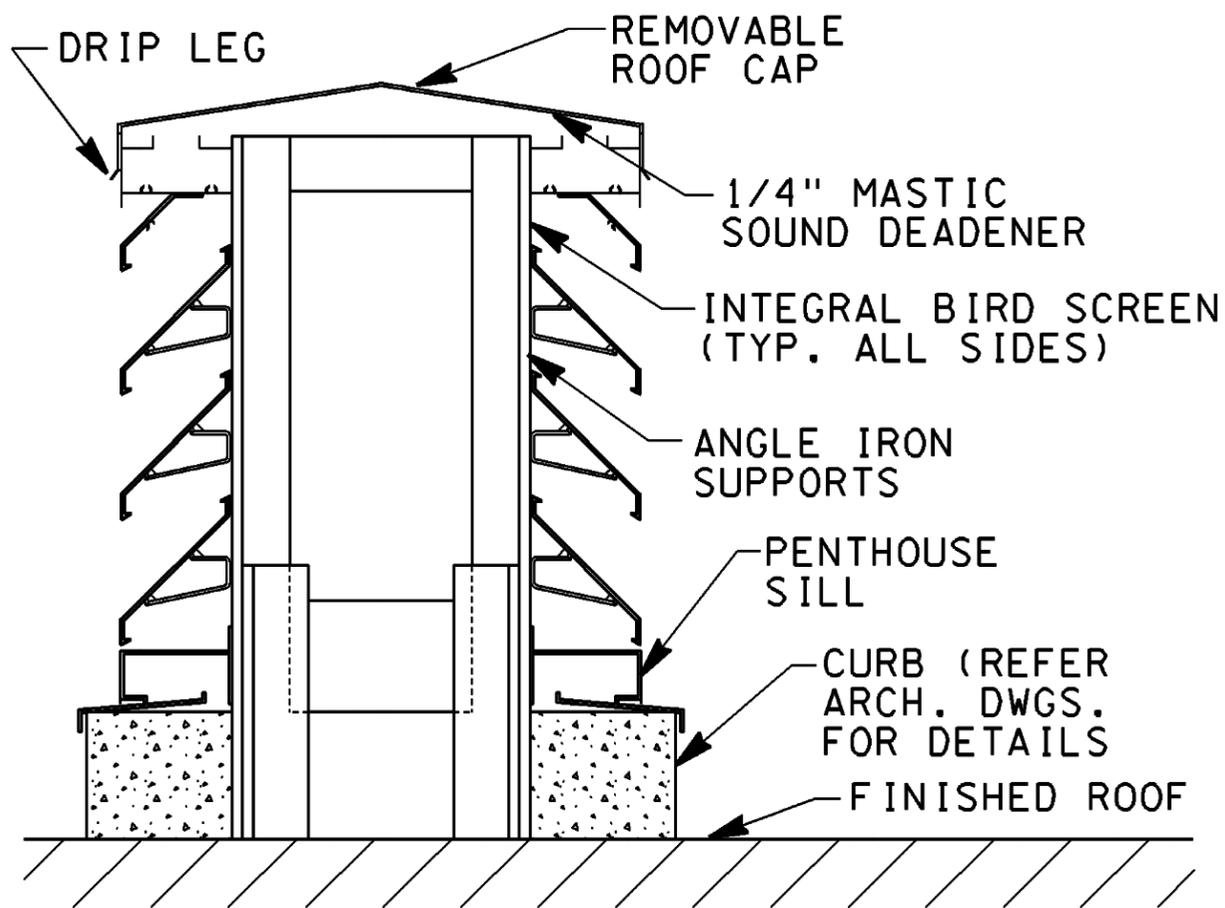
4

3

NOTES:

1. START WITH BOTTOM LINE IN THE REVISION BLOCK.
2. DELTAS ALWAYS BEGIN WITH "1" EVEN IF THE FIRST CHANGE TO THE DRAWING WAS MADE BY AMENDMENT 0003. THE NEXT DELTA IS "2" EVEN IF THE SECOND CHANGE TO THE DRAWING WAS MADE BY AMENDMENT 0005, ETC.

NOTES:
UTILITIES ARE SHOWN TO THE EXTENT KNOWN.



1
2
INTAKE AIR PENTHOUSE DETAIL
 A002 | A002 NTS

SAMPLE

U.S. ARMY CORPS OF ENGINEERS, TULSA DISTRICT



PROJECT TITLE	
ADDITIONAL PROJECT DEFINITION	
DESIGNER: JOHN Q. GOVERNMENT	DATE: 8/13/03
AMEND. #: 0001 SKETCH # 01	SHT. # 1 of 2

