

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).