

WYOMING DEPARTMENT OF TRANSPORTATION
ROAD DESIGN MEMORANDUM #11
DATE OF ISSUE: May 1, 2023



Approved by: Christina Spindler
Digitally signed by Christina Spindler
Date: 2023.10.26 16:26:43 -06'00'

Christina Spindler, P.E
Highway Development Engineer

Issued by: Project Development, WYDOT, Cheyenne

GENERAL TOPIC: ADDENDA
SUBJECT: EXECUTION PROCEDURE

Time Requirements

- Changes involving the bidding software must be completed and provided to Contracts & Estimates no later than 10 calendar days prior to the letting:
 - Quantity changes
 - Bid item changes
- Changes not involving the bidding software must be completed and submitted to Contracts & Estimates no later than 6 calendar days prior to the letting (typically the preceding Friday):
 - Notes
 - Plans
 - Specifications
 - Non-quantity changes
- Contracts & Estimates will issue approval/disapproval within 2 working days of submittal.

Routing & Submittals

1. When a need for an addendum is identified, that program will contact the PD Design Team Leader to initiate the process.
2. PD compiles a brief explanation of the modifications and will include how the proposed change will affect the project or how the job will be impacted if the proposed change is not made.

3. PD Design Team Leader submits the addenda proposal to the Contracts & Estimates Engineer with a copy to:
 - District Construction Engineer
 - Resident Engineer
 - Highway Development Engineer
 - Project Development Engineer
 - Check Squad
 - Associated Program Managers
 - Construction Staff (for special provisions)

4. The Contracts and Estimates Engineer will issue approval/disapproval to the PD Design Team Leader within 2 working days.

5. If approved, PD will facilitate modifications with the initiating program (including submitting special provisions to Construction Staff) and will forward modifications to the Check Squad (both clean and highlighted pdf copies of the new sheets – not old). The Check Squad will forward modifications to Contracts & Estimates. Contracts & Estimates will notify the contracting industry and copy:
 - District Engineer
 - District Construction Engineer
 - Resident Engineer
 - Highway Development Engineer
 - Project Development Engineer
 - Design Team Leader
 - Check Squad

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Addendum Flow Chart

