

Appendix A-3

Post Advertisement Process

After a PS&E package has been submitted, there are several post advertisement processes which may be used on a project. These include Addenda, Redlines, Greenlines and Shop Drawings.

Addenda

An addendum is issued to make design changes between the advertised date and the date bids are received. Generally, an addendum can be issued if there is sufficient time for bidders to be notified and revise their submissions prior to turning in their bid. An addendum is used to make any changes which may impact the quantities and bid prices. OOTS must review and approve all addenda prior to submission.

Field Revisions

Field revisions are broken down into two categories based on the size of the change, in terms of contract price and/or quantities. Major revisions or changes, which are issued by the lead division and authorized by the Chief Engineer, are referred to as Redline Revisions. Minor or discretionary changes, which do not have a significant impact, are called Greenline Revisions. Designers working on a field revision should work closely with the construction Project Engineer.

Redlines

Redline Revisions are design changes which cause a significant impact to the contract price and/or quantities, require changes to a standard, or involve a significant change in the design. They are issued by the lead division after the contractor has been given Notice to Proceed, and must be approved by OOTS and the Chief Engineer prior to submission. Redline revisions can be used to add or delete signs, change sign sizes, or change sign supports. These changes are drawn on the original mylar plans in red ink, with each revision designated by a red box with the appropriate revision number. These changes also require a revised estimate showing original and revised quantities.

Greenlines

Greenline Revisions are used to make minor or discretionary design changes which do not cause a significant change in the contract price or quantities. They can be done at the request of the lead division or can be issued by the construction Project Engineer in conjunction with the appropriate SHA Design Unit. Greenlines are also used to track As-Built changes for a particular project. These types of changes are typically marked on the original plan set (found in the project trailer) in green, and are not numbered.

Shop Drawings

During construction, the Inspection Section (part of TOD) will coordinate the review and approval of shop drawings. Before the TCD's can be fabricated for Insert or Advertised projects, the contractor must submit shop drawings of the sign faces for review by TEDD.

It is also important to check that the TCD's are the same as what is specified on the plans in terms of size and layout. The shop drawings are the last opportunity to revise layouts, however keep in mind that major changes require a formal Redline Revision.