



Instructions

The guidelines presented in this document shall be followed by all Third Party Consultants preparing addenda for Metra. Addenda are used to clarify, modify, delete, or add to the "Issued for Bid" documents of a project. Addenda are the result of comments generated by Contractors during the bidding process. Valid comments are incorporated into the design plans and specifications, which are then reissued in Addenda. At the end of the bidding period, all contract documents are repackaged and "Issued for Construction" to the selected Contractor.

Third Party Consultant responsibilities include assisting Metra with answering bidders' questions and issuing addenda. They shall also prepare and distribute Construction Documents to the selected Contractor. Bidder questions will be forwarded by Metra to the Consultant when assistance with answering these questions is required. Bidder questions resulting in changes to the bid documents shall be incorporated as follows:

Drawings

A cloud or bubble shall be put around the revised portion of the plan, section, detail, notes, etc to call out the drawing changes. The title block on the sheet shall be revised to state the Addendum number and date issued.

Specifications

The track changes feature shall be turned on. Any language inserted into the document shall be underlined. Text deleted shall have a strike through it. Any lines changed shall have a mark indicator appear in the outside border. The document footer shall be revised to indicate the Addendum number and date issued.

Only the documents (sheets, pages, etc) revised for a given set of bidder questions shall be packaged and issued as an Addendum, NOT the entire bid set. Addenda shall increase sequentially throughout the bid phase (Ex. A1, A2, A3, etc).

At the end of the bid phase, the Consultant will be asked to issue the Construction Documents to the selected Contractor. This includes the entire bid set, with all Addenda incorporated into it.