

DEPARTMENT OF TRANSPORTATION

DIVISION OF ENGINEERING SERVICES

OFFICE ENGINEER

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September 11, 2013

01-DN-199-20.3/25.9

01-479404

Project ID 0100000371

NHP-P199(033)E

Addendum No. 1

Dear Contractor:

This addendum is being issued to the contract for CONSTRUCTION ON STATE HIGHWAY IN DEL NORTE COUNTY ABOUT 7 MILES NORTH OF GASQUET AT VARIOUS LOCATIONS FROM 0.5 MILE NORTH OF MIDDLE FORK SMITH RIVER BRIDGE 01-0019 TO 0.8 MILE NORTH OF MIDDLE FORK SMITH RIVER BRIDGE 01-0016.

Submit bids for this work with the understanding and full consideration of this addendum. The revisions declared in this addendum are an essential part of the contract.

Bids for this work will be opened on Tuesday, October 1, 2013.

This addendum is being issued to revise the *Notice to Bidders and Special Provisions*.

In the Special Provisions, Section 5, "CONTROL OF WORK," Section 5-1.23B(2), is added as attached.

To *Bid* book holders:

Inquiries or questions in regard to this addendum must be communicated as a bidder inquiry and must be made as noted in the *Notice to Bidders* section of the *Notice to Bidders and Special Provisions*.

Indicate receipt of this addendum by filling in the number of this addendum in the space provided on the signature page of the *Bid* book.

Submit bids in the *Bid* book you now possess. Holders who have already mailed their book will be contacted to arrange for the return of their book.

Inform subcontractors and suppliers as necessary.

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This addendum and attachment are available for the Contractors' download on the Web site:

http://www.dot.ca.gov/hq/esc/oe/project_ads_addenda/01/01-479404

If you are not a *Bid* book holder, but request a book to bid on this project, you must comply with the requirements of this letter before submitting your bid.

Sincerely,



REBECCA D. HARNAGEL
Chief, Office of Plans, Specifications & Estimates
Office Engineer
Division of Engineering Services

Attachment

Add to section 5-1.23B(2):

For submittals to OSD Documents Unit, submit drawings and calculation sheets electronically in PDF format with at least 300 dpi resolution. You must have an email account and the following software on your computer with internet connection:

1. Operating system must be either:
 - 1.1. Windows XP
 - 1.2. Windows Vista
 - 1.3. Windows 7
2. Internet browser must be either:
 - 2.1. Chrome
 - 2.2. Internet Explorer 7 or newer
 - 2.3. Mozilla Firefox 3.0 or newer

The Department provides 60 minutes of internet based training on use of the internet based electronic submittal service within 30 days of your request. Upon completion of training, the Department provides accounts and user identification to your assigned representatives.

Additional training is provided if requested.

After completion of training, if you have questions about using the website to make a submittal, contact the Department at (916) 227-8497 or jeff.sims@dot.ca.gov.

Submit using the following basic instructions:

1. Open your internet browser and go to <https://app.attolist.com>.
2. Enter your username and password. Your username is always your e-mail address.
3. Select the Log In button.
4. If you are logging in for the first time, you will be prompted to fill out your profile information. After the profile is filled out, you will be directed to your All Projects page. If you have logged in before, you will be directed to the All Projects page.
5. On the All Projects page, expand the project in question by selecting the plus on the circular icon to the left of the project name.
6. To access the Submittals Module, select the Submittals hyperlink, located beneath the Construction Administration section.
7. Select the Add Submittal button from the top right of the interface.
8. The system will bring up a Submittal form; fill it out as follows:
 - 8.1. "Add a New Submittal" Section:
 - 8.1.1. Select the Select Number from Register hyperlink and pick the specification section from the register. The system will fill out the Specification Section, Sequential Number, Revision Number and Submittal Title for you. If the project does not have a submittal register, manually fill out the Specification Section and Submittal Title fields; the system will fill out the Sequential Number and Revision Number for you.
 - 8.1.2. Select the number of copies. In most cases, the default "N/A – PDF" is appropriate. If you are sending actual copies (such as samples or other physical items), select the number of copies. The software will automatically fill out today's date for the date received/sent and it will automatically populate the due date.
 - 8.1.3. Select the submittal type. The Trades/Disciplines will automatically fill out based on the submittal register, if they were provided. If they were not provided or if the project does not have a submittal register, manually select the trades/disciplines.
 - 8.1.4. Select the correct Category if the project has them. Categories are generally used for different phases or structures within a larger project. Multiple Categories may be selected, if appropriate.
 - 8.1.5. Select whether or not the item is a substitution. The Subcontractor/Manufacturer field and the Contractor Transmittal Number field are to be used at the project administrator's discretion.

- 8.2. "Review Comments" Section: If you are sending actual copies in step 8.1.2, enter the courier or other delivery information.
- 8.3. "Add Attachments" Section:
 - 8.3.1. Select the Choose File button(s) to Upload the pdf(s) of the submittal documentation.
 - 8.3.2. Give each item a title.
- 8.4. "Submittal Register" Section: It is not necessary to adjust this section.
- 8.5. "Notify Design Lead" Section: Click Send to submit to the OSD Documents Unit. The OSD Documents Unit will be notified of the submittal's existence.

If submittal of more than 1 copy or set of shop drawings or calculations is specified, submit only 1 electronic copy.

Upon review completion, the Department returns 1 electronic copy that shows the authorized date.

The specifications for paper weight in section 5-1.23B(2) do not apply to electronic submittals.