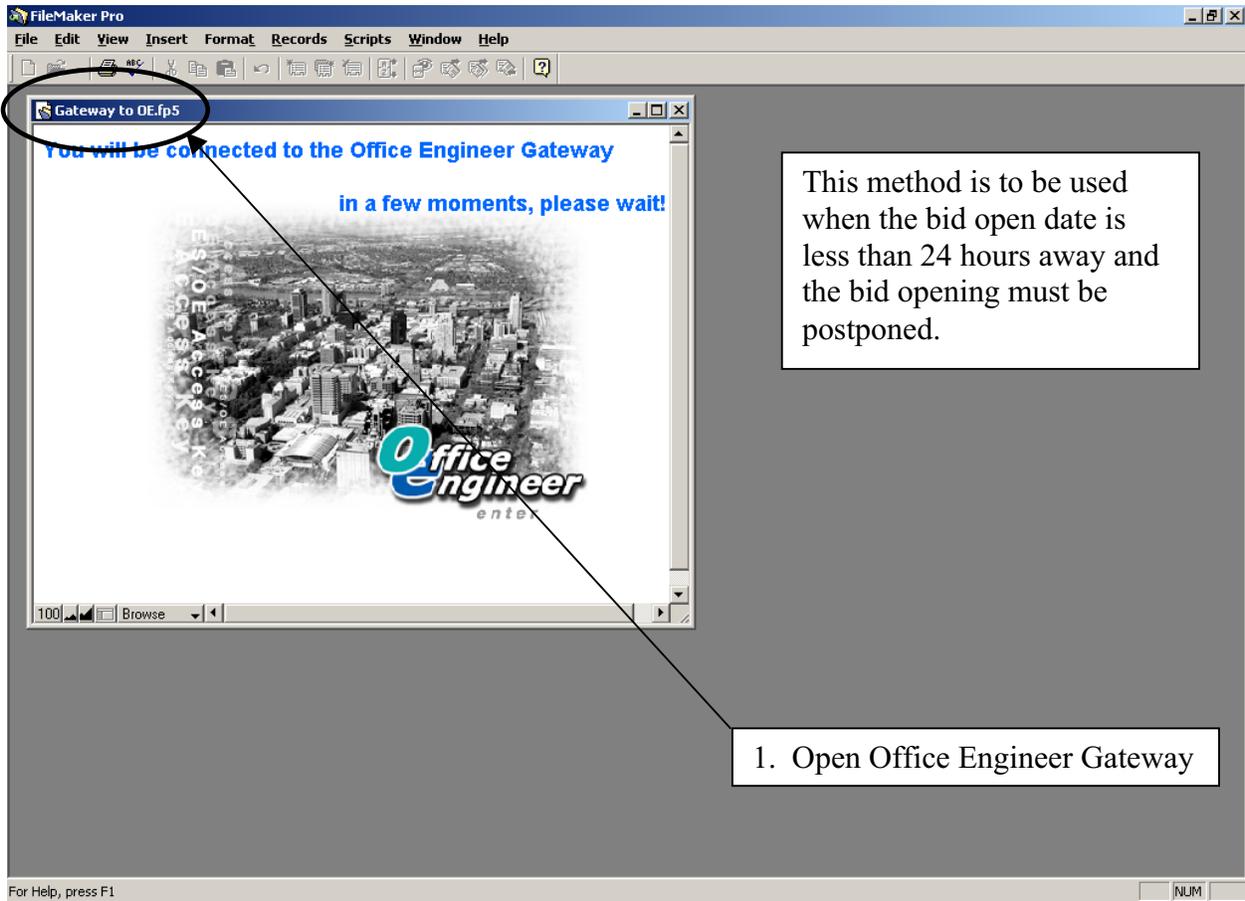


4. ATTACHMENTS
D - E - F



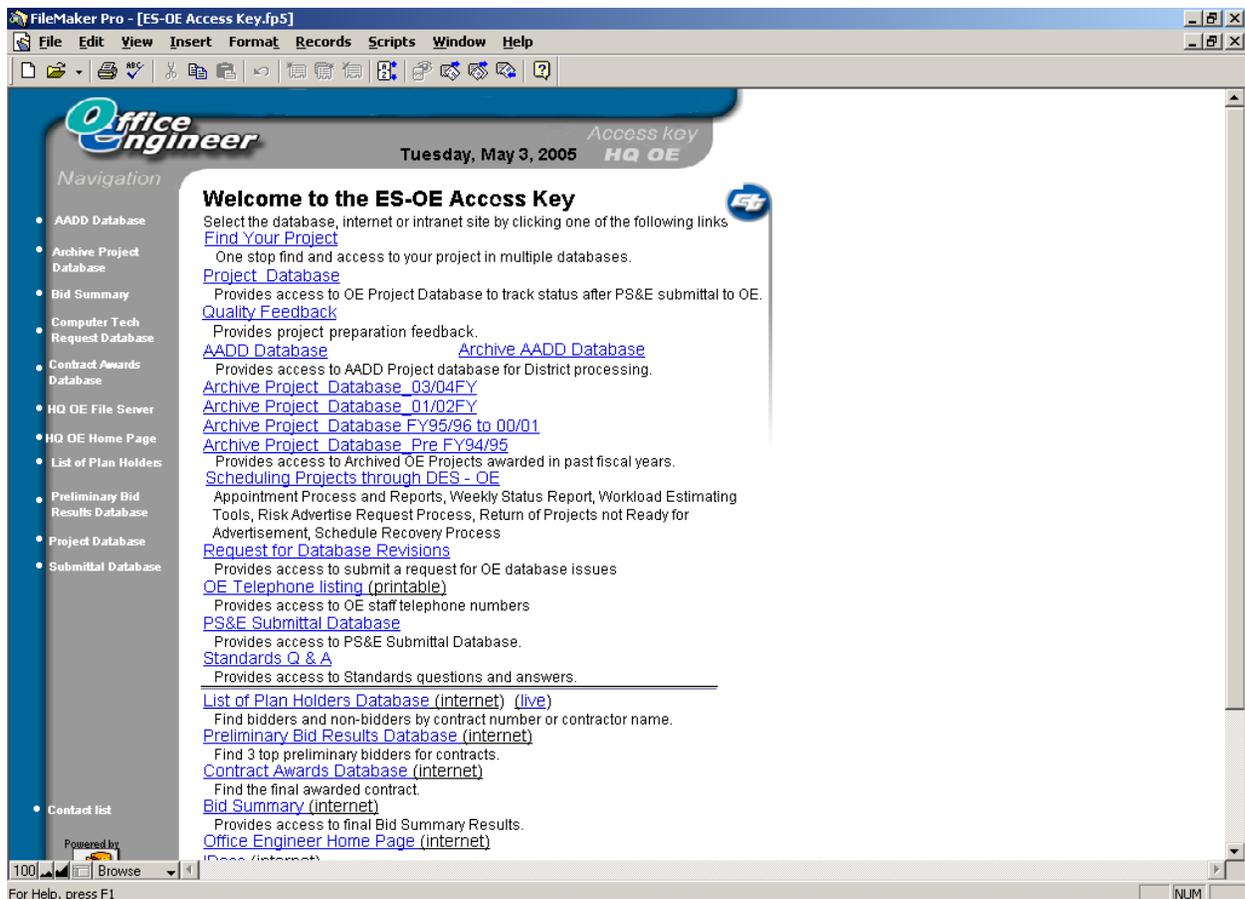
Telephone Method of Issuing Addenda



This method is to be used when the bid open date is less than 24 hours away and the bid opening must be postponed.

1. Open Office Engineer Gateway

For Help, press F1



Office Engineer

Access key
Tuesday, May 3, 2005 HQ OE

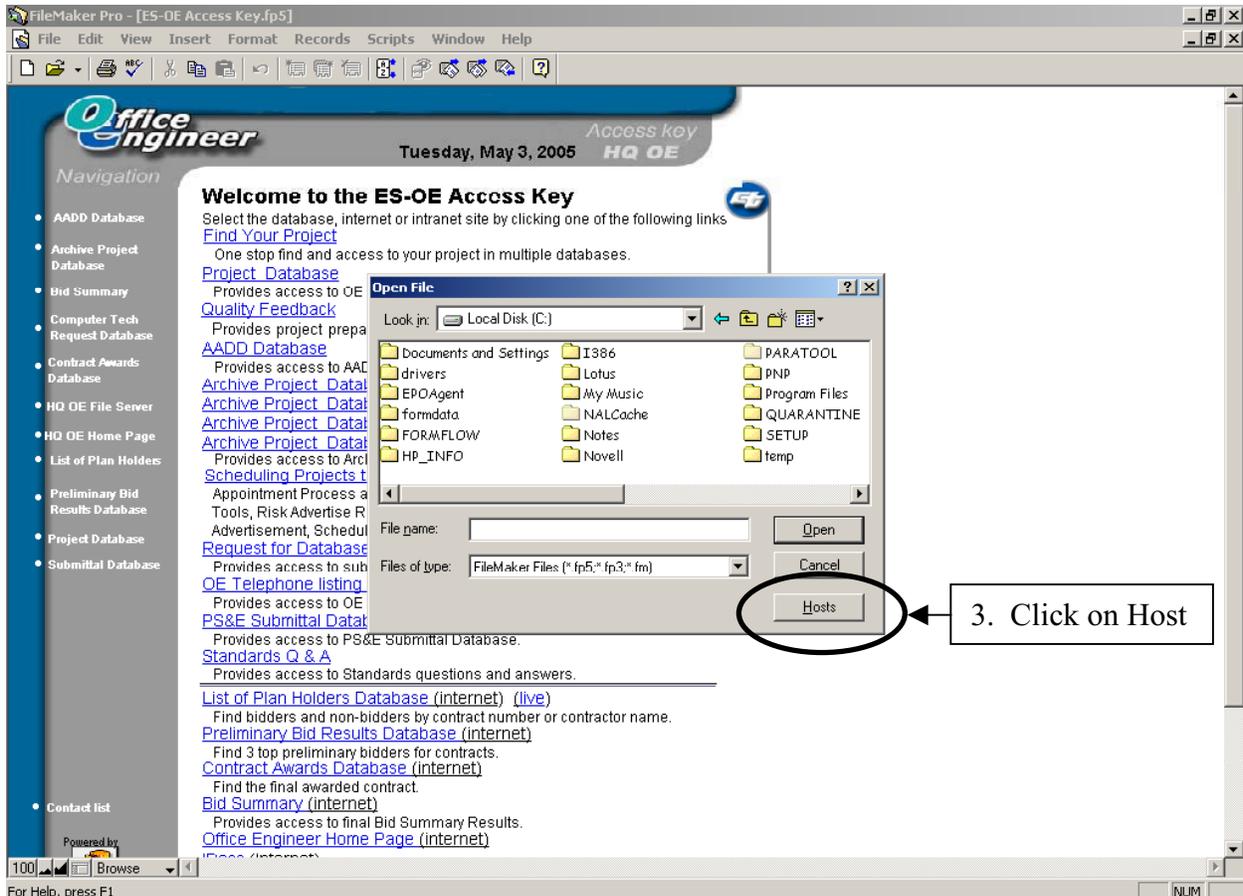
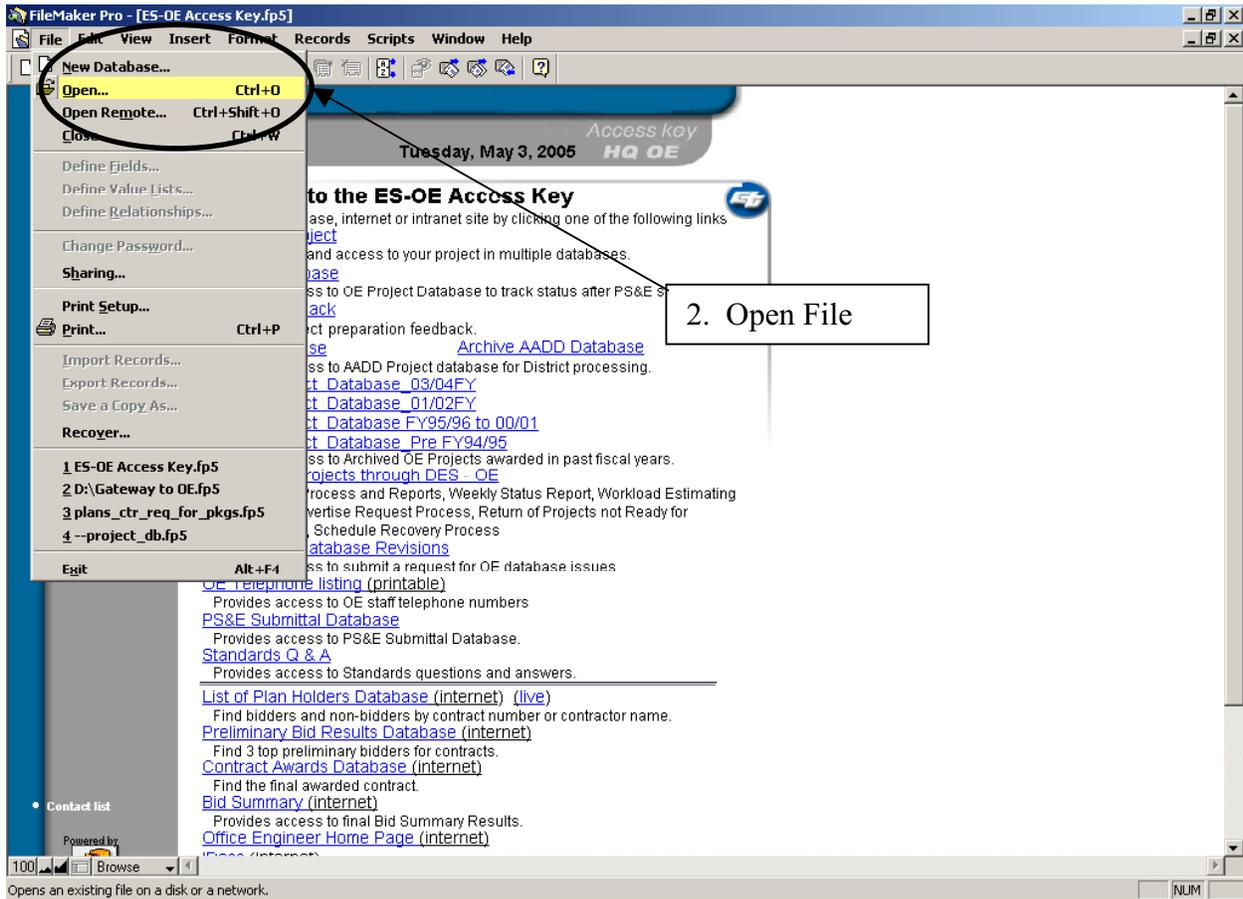
Welcome to the ES-OE Access Key

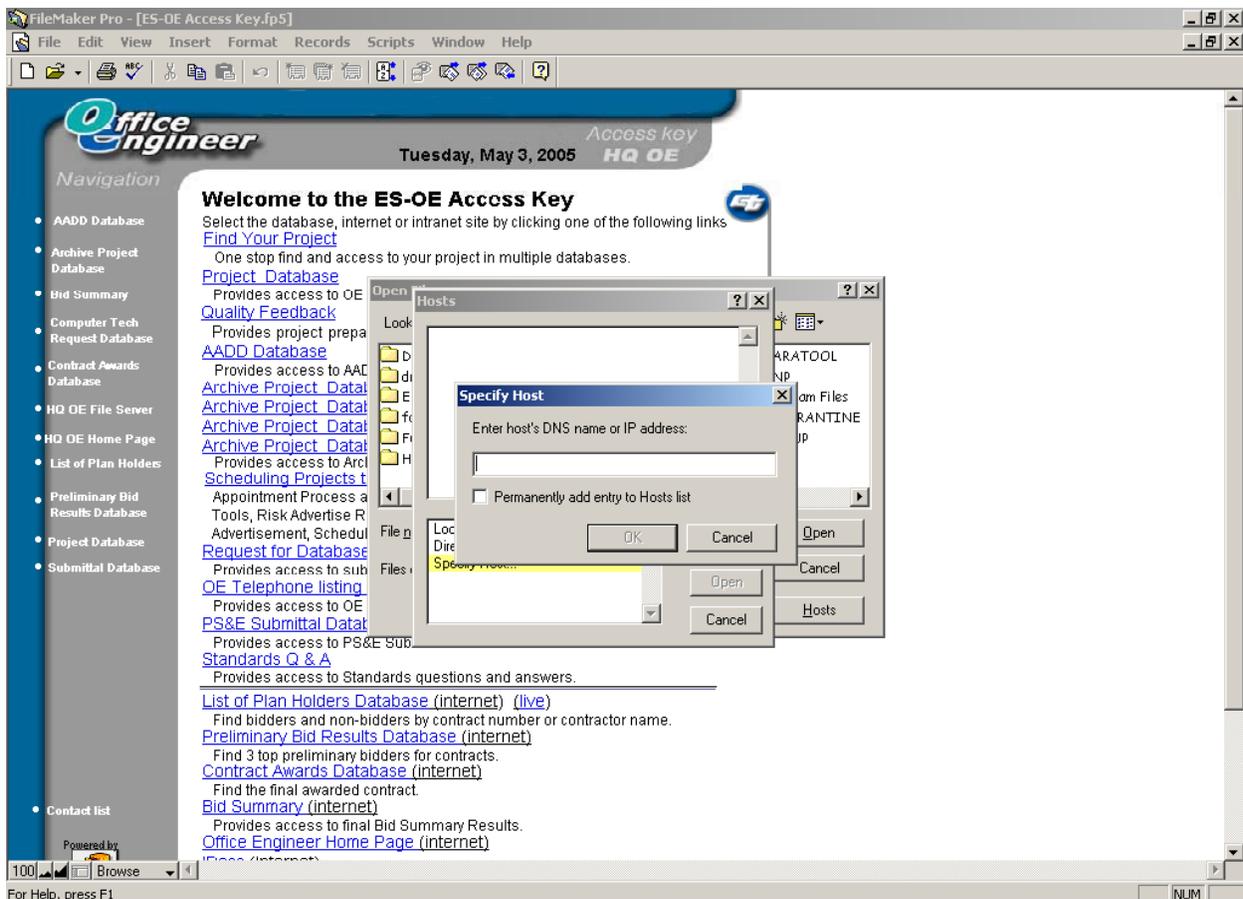
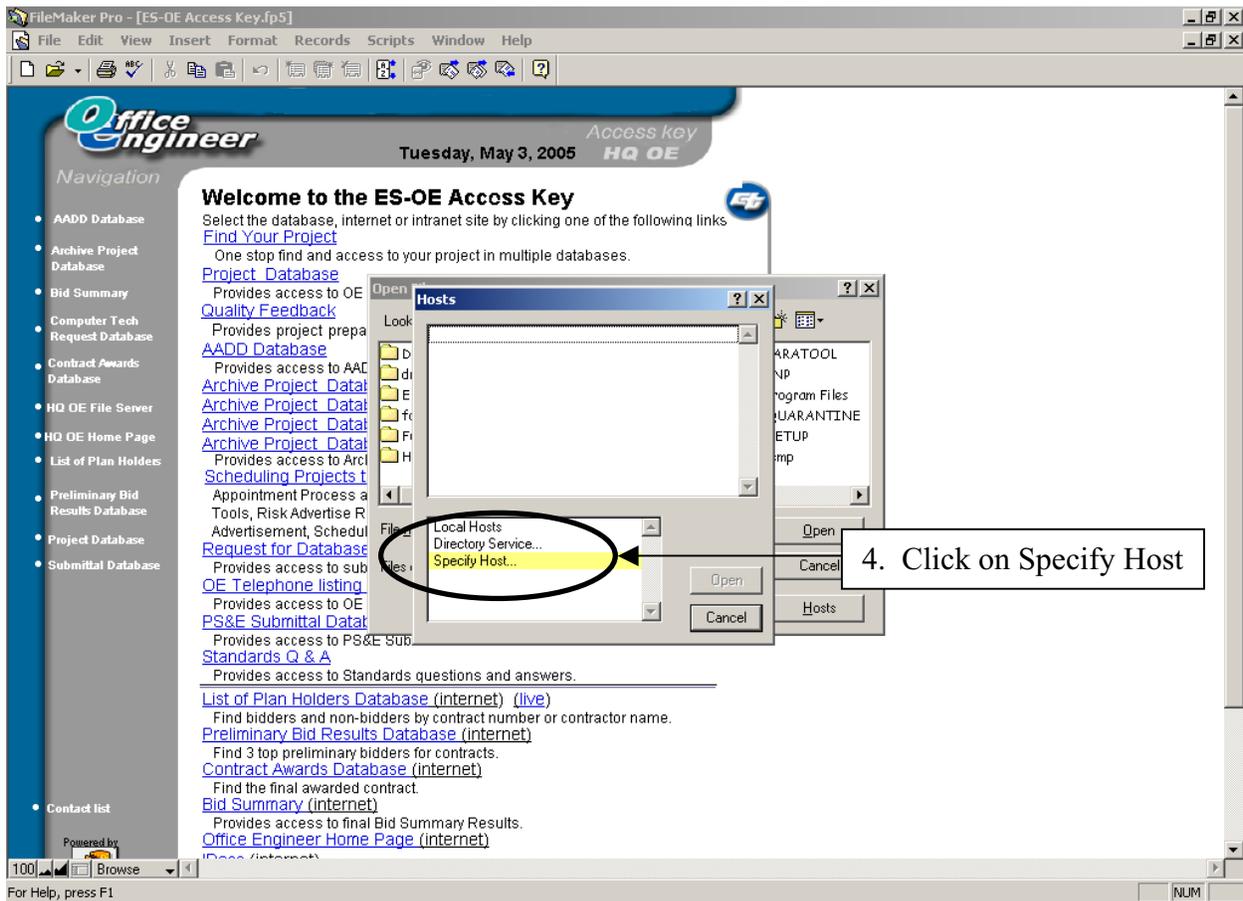
Select the database, internet or intranet site by clicking one of the following links

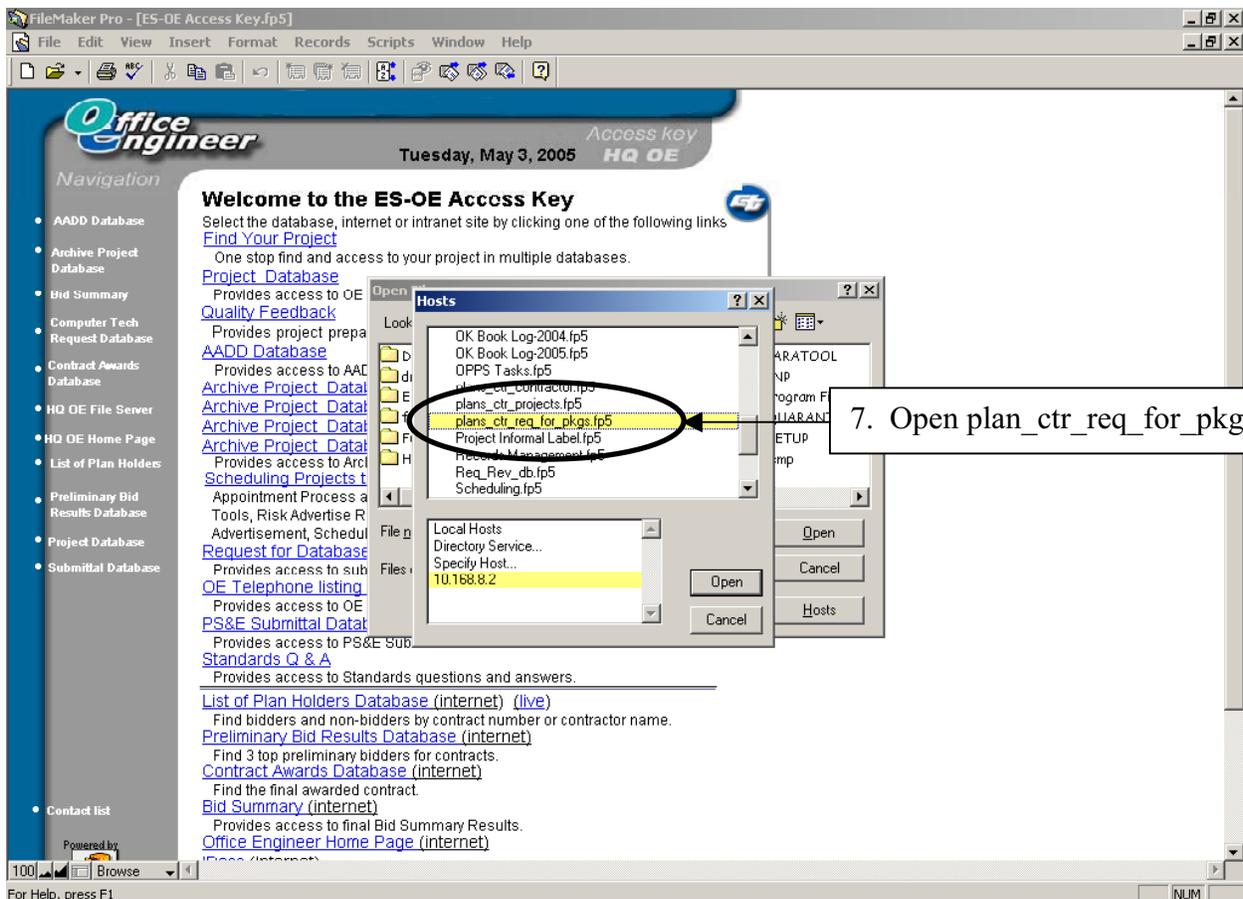
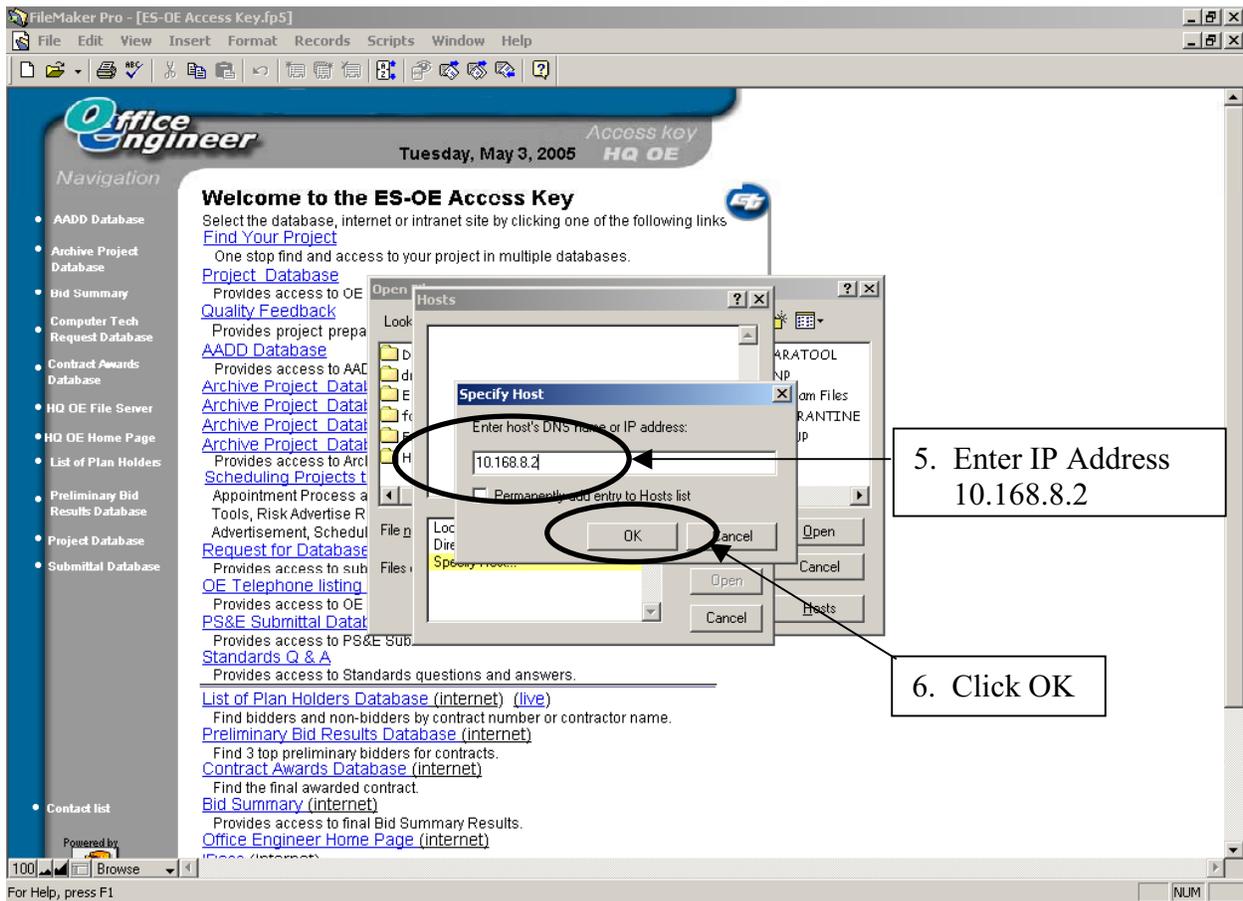
- [Find Your Project](#)
One stop find and access to your project in multiple databases.
- [Project Database](#)
Provides access to OE Project Database to track status after PS&E submittal to OE.
- [Quality Feedback](#)
Provides project preparation feedback.
- [AADD Database](#) [Archive AADD Database](#)
Provides access to AADD Project database for District processing.
- [Archive Project Database_03/04FY](#)
[Archive Project Database_01/02FY](#)
[Archive Project Database FY95/96 to 00/01](#)
[Archive Project Database_Pre FY94/95](#)
Provides access to Archived OE Projects awarded in past fiscal years.
- [Scheduling Projects through DES - OE](#)
Appointment Process and Reports, Weekly Status Report, Workload Estimating Tools, Risk Advertise Request Process, Return of Projects not Ready for Advertisement, Schedule Recovery Process
- [Request for Database Revisions](#)
Provides access to submit a request for OE database issues
- [OE Telephone listing \(printable\)](#)
Provides access to OE staff telephone numbers
- [PS&E Submittal Database](#)
Provides access to PS&E Submittal Database.
- [Standards Q & A](#)
Provides access to Standards questions and answers.
- [List of Plan Holders Database \(internet\) \(live\)](#)
Find bidders and non-bidders by contract number or contractor name.
- [Preliminary Bid Results Database \(internet\)](#)
Find 3 top preliminary bidders for contracts.
- [Contract Awards Database \(internet\)](#)
Find the final awarded contract.
- [Bid Summary \(internet\)](#)
Provides access to final Bid Summary Results.
- [Office Engineer Home Page \(internet\)](#)
[Index \(internet\)](#)

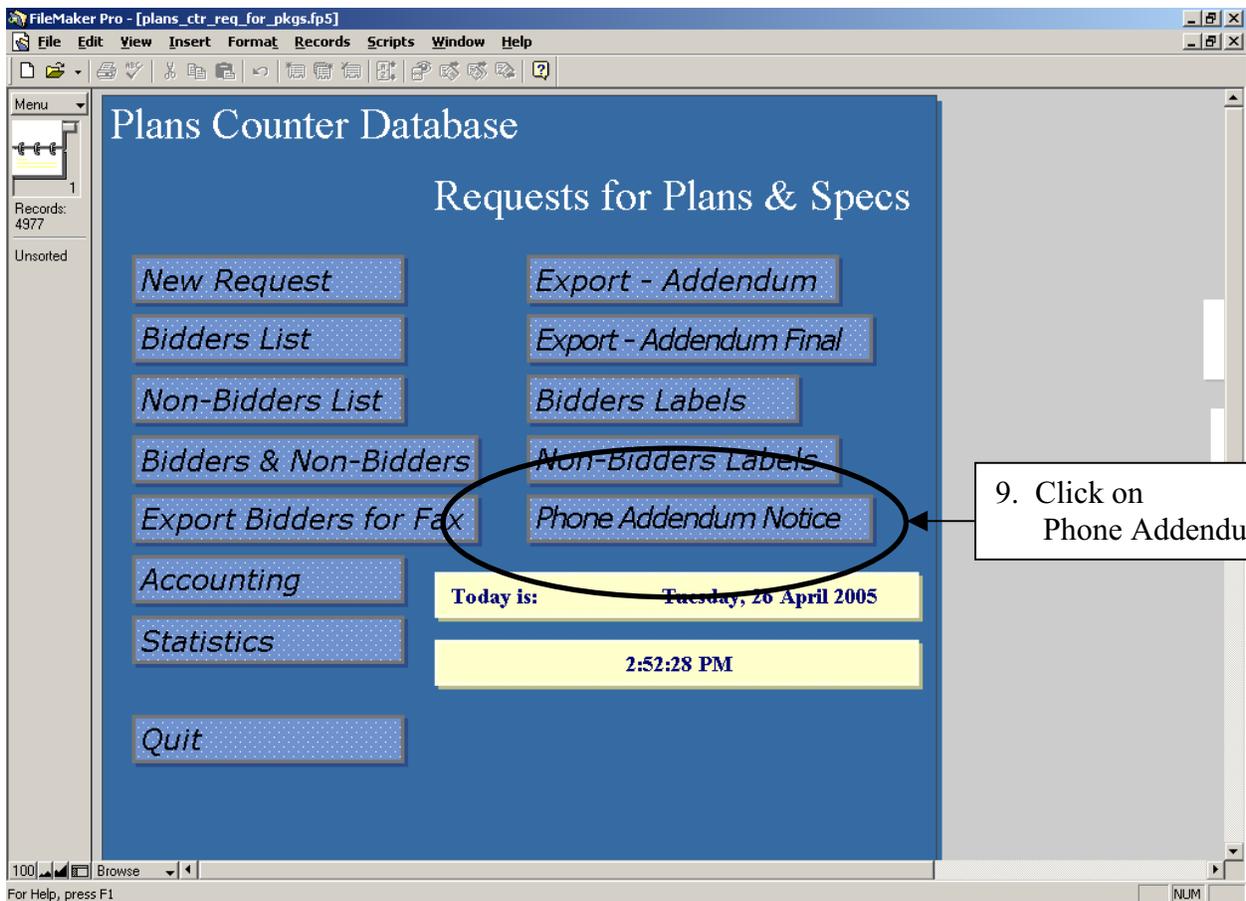
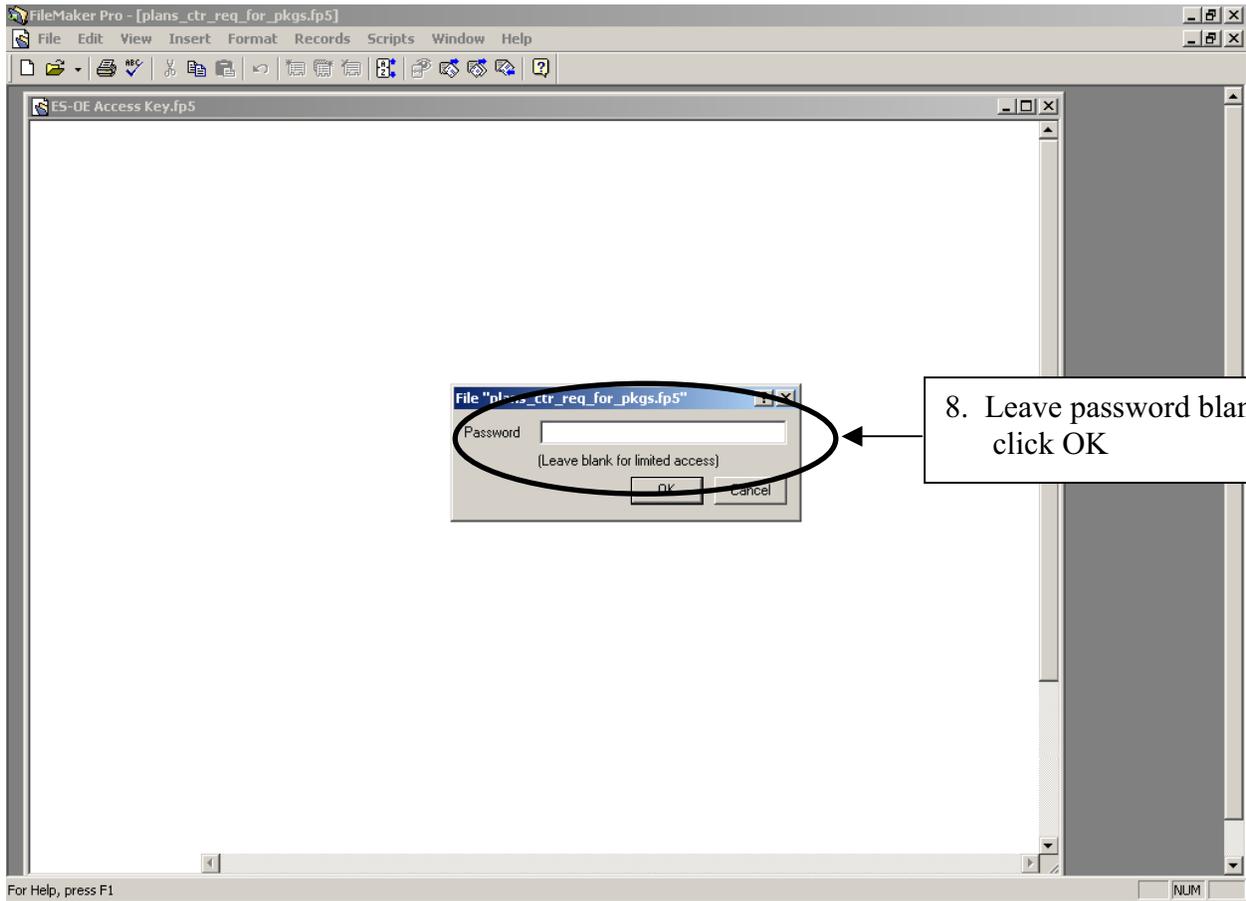
Powered by

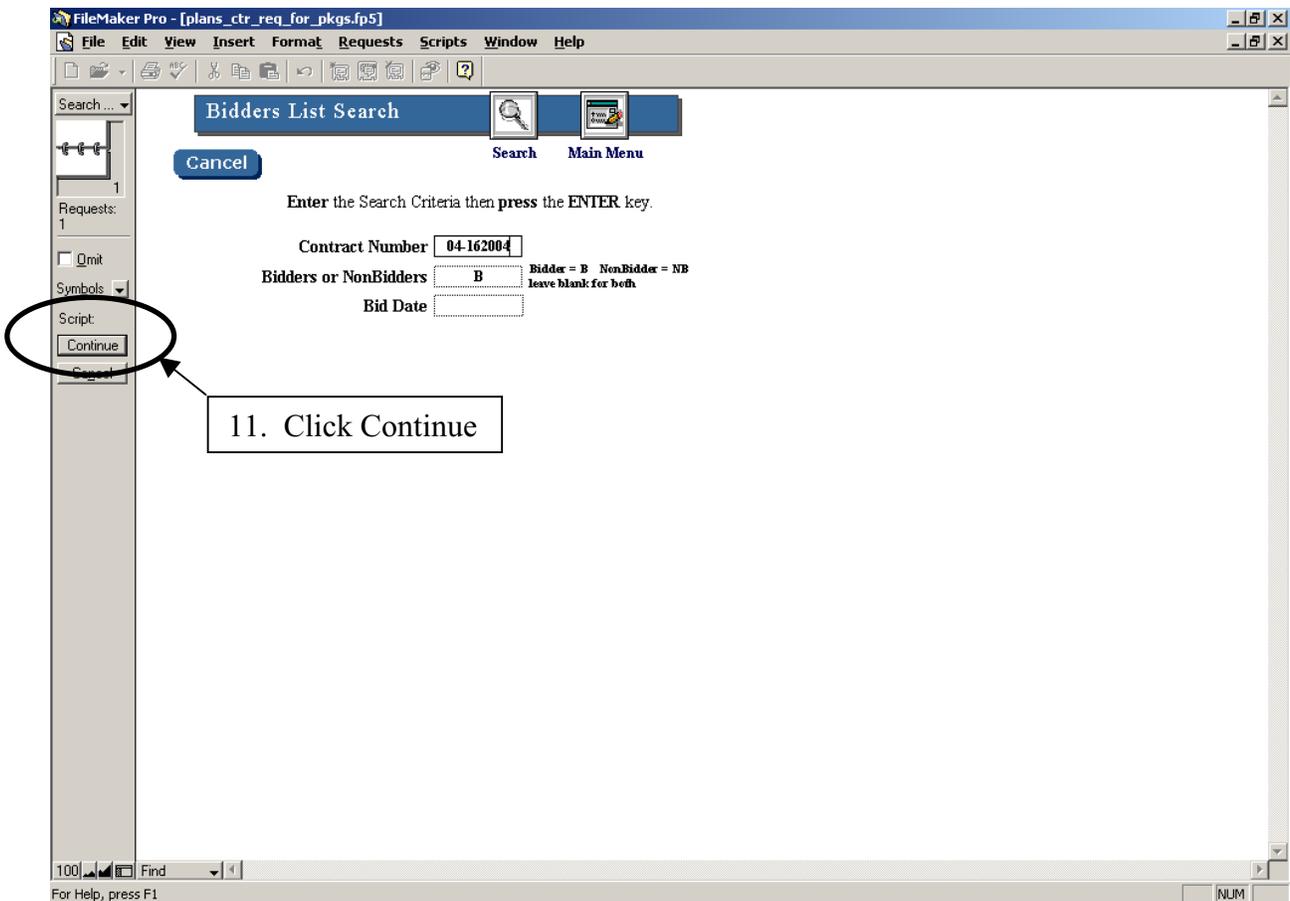
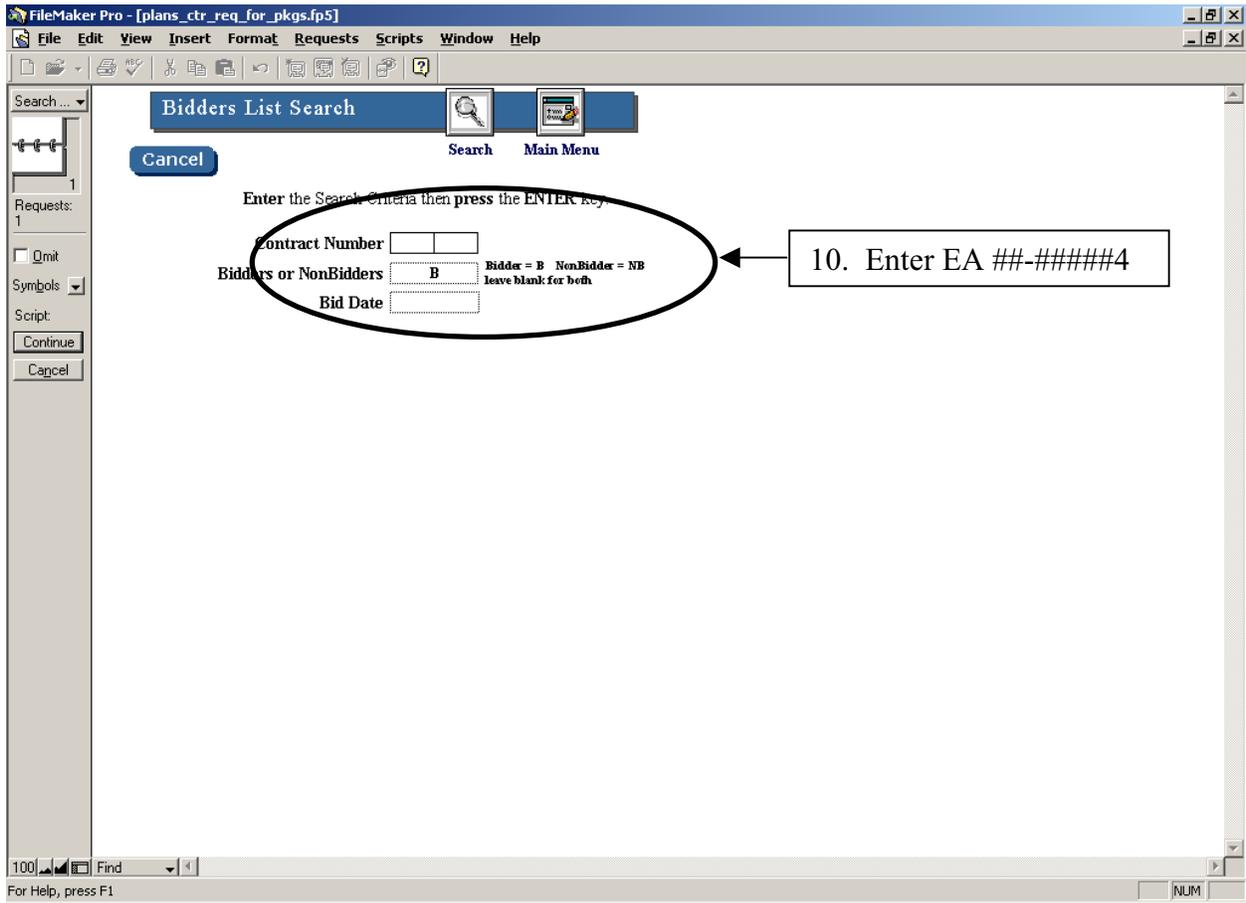
For Help, press F1











Phone ...
 Records: 4982
 Found: 43
 Sorted

Phone Addenda Notice

Caller's Name _____ Bid Date: 5/3/2005 \$9,390,000
 What to Tell Them: Road: 04-Ala-580-73.775.5 DISTRIBUTION STRUCTURE WIDENING
 1. Give them your name
 2. Tell them you are representing Caltrans
 3. You are calling in regard to Contract No. 04-162004
 4. The reason you are calling _____
 5. Ask them if the fax number is correct. If not record correct number.

BIDDERS LIST	Contact Person	Date/Time	
ACC WEST COAST INC			Contract # 04-162004 B
Phone No. 707 746 8028	Fax 707 746 0936		
AGRA FOUNDATION INC	SARAH		Contract # 04-162004 B
Phone No. 360 474 8290	Fax 360 474 8291		
AGRA FOUNDATIONS INC			Contract # 04-162004 B
Phone No. 510 232 1474	Fax 510 232 0619		
AMERICAN PILED RIVING INC	Brad Rigg		Contract # 04-162004 B
Phone No. 925 426 8269	Fax 925 426 8308		
AMR ESTIMATING SERVICES INC	ALEX M. RODRIGUEZ		Contract # 04-162004 B
Phone No. 808 395 4025	Fax 808 395 4026		
ANDERSON DRILLING			Contract # 04-162004 B
Phone No. 619 443 3891	Fax 619 443 0724		
BALFOUR BEATTY CONSTRUCTION INC			Contract # 04-162004 B
Phone No. 707 427 8900	Fax 707 427 8901		
BAY CITIES PAVING & GRADING			Contract # 04-162004 B
Phone No. 925 687 6666	Fax 925 687 2122		
BELLICHI & BELLICHIOTTI			Contract # 04-162004 B
Phone No. 408 988 3155	Fax 408 988 8665		
CALIFORNIA ENGINEERING CONTRACTORS	Ahmad Hays		Contract # 04-162004 B
Phone No. 925 461 1300	Fax 925 461 0510		
CASE PACIFIC COMPANY			Contract # 04-162004 B
Phone No. 510 264 3999	Fax 510 264 3990		
CC MYERS			Contract # 04-162004 B
Phone No. 916 635 9370	Fax 916 635 1527		
CONFAB CORPORATION			Contract # 04-162004 B
Phone No. 209 858 2521	Fax 209 858 4123		
CONDON-JOHNSON & ASSOCIATES INC			Contract # 04-162004 B
Phone No. 510 534 3400	Fax 510 534 3421		
DIABLO CONTRACTORS INC			Contract # 04-162004 B
Phone No. 925 552 8250	Fax 925 552 8254		
DRILL TECH DRILLING & SHORING INC	NORTHERN OFFICE		Contract # 04-162004 B
Phone No. 925 978 2060	Fax 925 978 2063		
FCI CONSTRUCTORS			Contract # 04-162004 B
Phone No. 707 742 6000	Fax 707 746 1603		
FOUNDATION CONSTRUCTORS INC	Mike Lindsey		Contract # 04-162004 B
Phone No. 925 754 6633	Fax 925 625 5783		
GHILOTTI BROTHERS	TRICIA WILSON		Contract # 04-162004 B
Phone No. 415 454 7011	Fax 415 454 8376		
GORDON N. BALL INC	S. MacPhail		Contract # 04-162004 B
Phone No. 925 838 5675	Fax 925 838 5915		
GRANITE CONSTRUCTION COMPANY	ESTELA ALCALA		Contract # 04-162004 B
Phone No. 408 327 7000	Fax 408 327 7090		
HILLSIDE DRILLING COMPANY INC			Contract # 04-162004 B
Phone No. 510 234 6532	Fax 510 234 3131		
JEFFCO PAINTING & COATING INC			Contract # 04-162004 B
Phone No. 707 562 1900	Fax 707 556 1907		
MAGCO DRILLING INC	Dan Gay		Contract # 04-162004 B
Phone No. 626 338 3171	Fax 626 960 7413		
MALCOLM DRILLING COMPANY INC			Contract # 04-162004 B
Phone No. 510 780 9181	Fax 510 780 9177		

FileMaker Pro - [plans_ctr_req_for_pkgs.fp5] April 26, 2005

Phone Addenda Notice

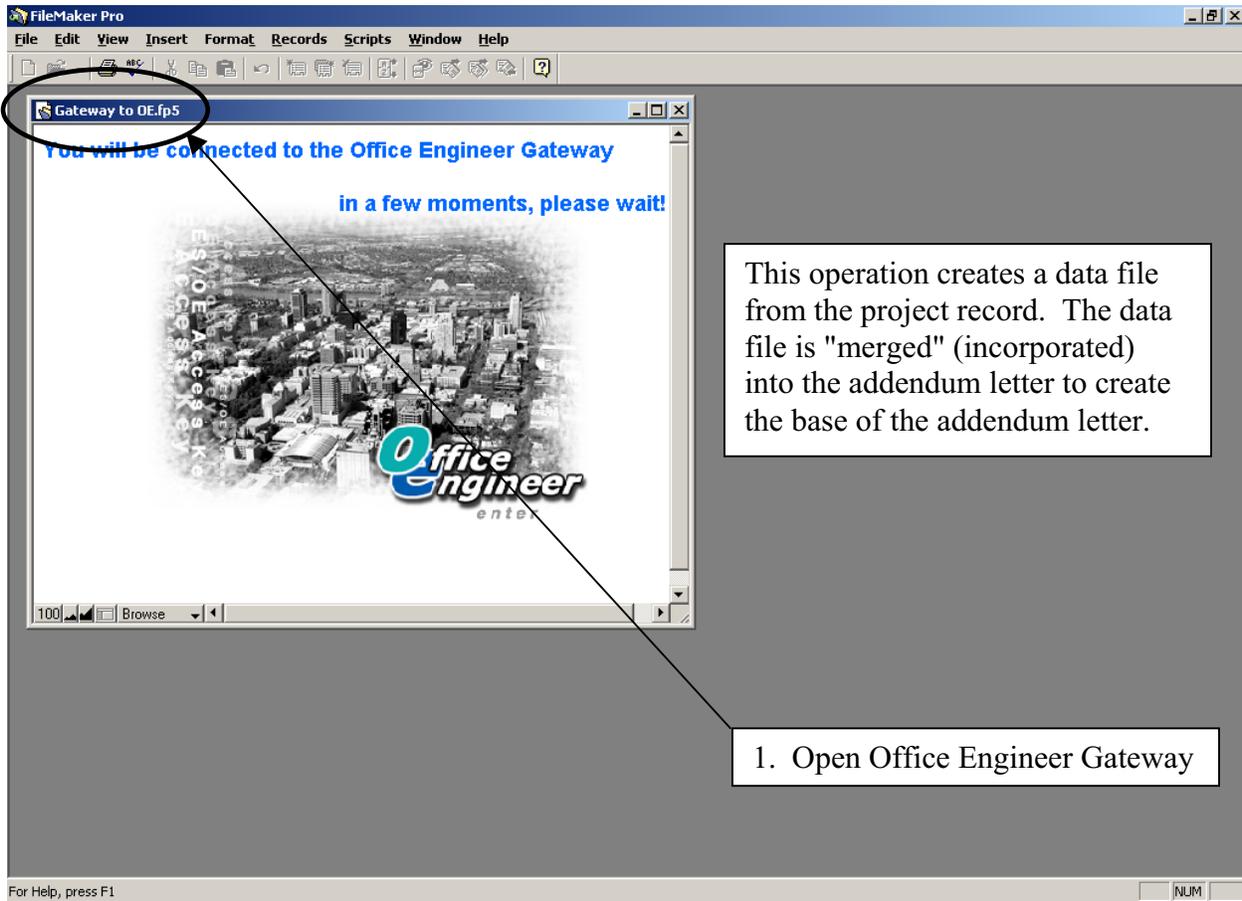
Caller's Name _____ Bid Date: 5/3/2005 \$9,390,000
 What to Tell Them: Road: 04-Ala-580-73.775.5 DISTRIBUTION STRUCTURE WIDENING

1. Give them your name
2. Tell them you are representing Caltrans
3. You are calling in regard to Contract No. 04-162004
4. The reason you are calling _____
5. Ask them if the fax number is correct. If not record correct number.

BIDDERS LIST	Contact Person	Date/Time	
McGUIRE & HESTER	Mabel Cater		Contract # 04-162004 B
Phone No. 510 632 7676	Fax 510 562 5209		
MCM CONSTRUCTION INC			Contract # 04-162004 B
Phone No. 916 334 1221	Fax 916 334 0562		
NORTHERN DRILLING			Contract # 04-162004 B
Phone No. 209 863 8377	Fax 209 863 8625		
PERFORMANCE EXCAVATORS INC			Contract # 04-162004 B
Phone No. 415 257 4640	Fax 415 257 4644		
POMEROY CORPORATION			Contract # 04-162004 B
Phone No. 951 970 9184	Fax 707 763 2227		
POWER ENGINEERING CONTRACTORS INC	Jayne Newman		Contract # 04-162004 B
Phone No. 510 337 3800	Fax 510 337 3808		
PROVEN MANAGEMENT INC			Contract # 04-162004 B
Phone No. 415 421 9300	Fax 415 421 9600		
R & L BROSAMER			Contract # 04-162004 B
Phone No. 925 837 5600	Fax 925 837 8387		
REGIONAL STEEL CORPORATION			Contract # 04-162004 B
Phone No. 209 836 9465	Fax 209 836 1457		
RGW CONSTRUCTION INC			Contract # 04-162004 B
Phone No. 925 606 2400	Fax 925 961 1925		
RM HARRIS	MARY		Contract # 04-162004 B
Phone No. 925 335 3000	Fax 925 335 3020		
ROSENDIN ELECTRIC INC	ESTIMATING		Contract # 04-162004 B
Phone No. 408 534 2848	Fax 408 295 6609		
SHASTA CONSTRUCTORS INC			Contract # 04-162004 B
Phone No. 530 365 3930	Fax 530 365 5465		
SILVERADO CONTRACTORS INC			Contract # 04-162004 B
Phone No. 510 658 9960	Fax 510 658 9961		
STEDNY & COMPANY INC			Contract # 04-162004 B
Phone No. 707 552 6900	Fax 707 552 7705		
VIKING CONSTRUCTION COMPANY			Contract # 04-162004 B
Phone No. 916 852 5530	Fax 916 852 5533		
WEST BAY BUILDERS			Contract # 04-162004 B
Phone No. 415 456 8972	Fax 415 459 0665		
WILLIAM P YOUNG CONSTRUCTION	LISA LAWRENCE		Contract # 04-162004 B
Phone No. 925 602 6408	Fax 925 689 3035		

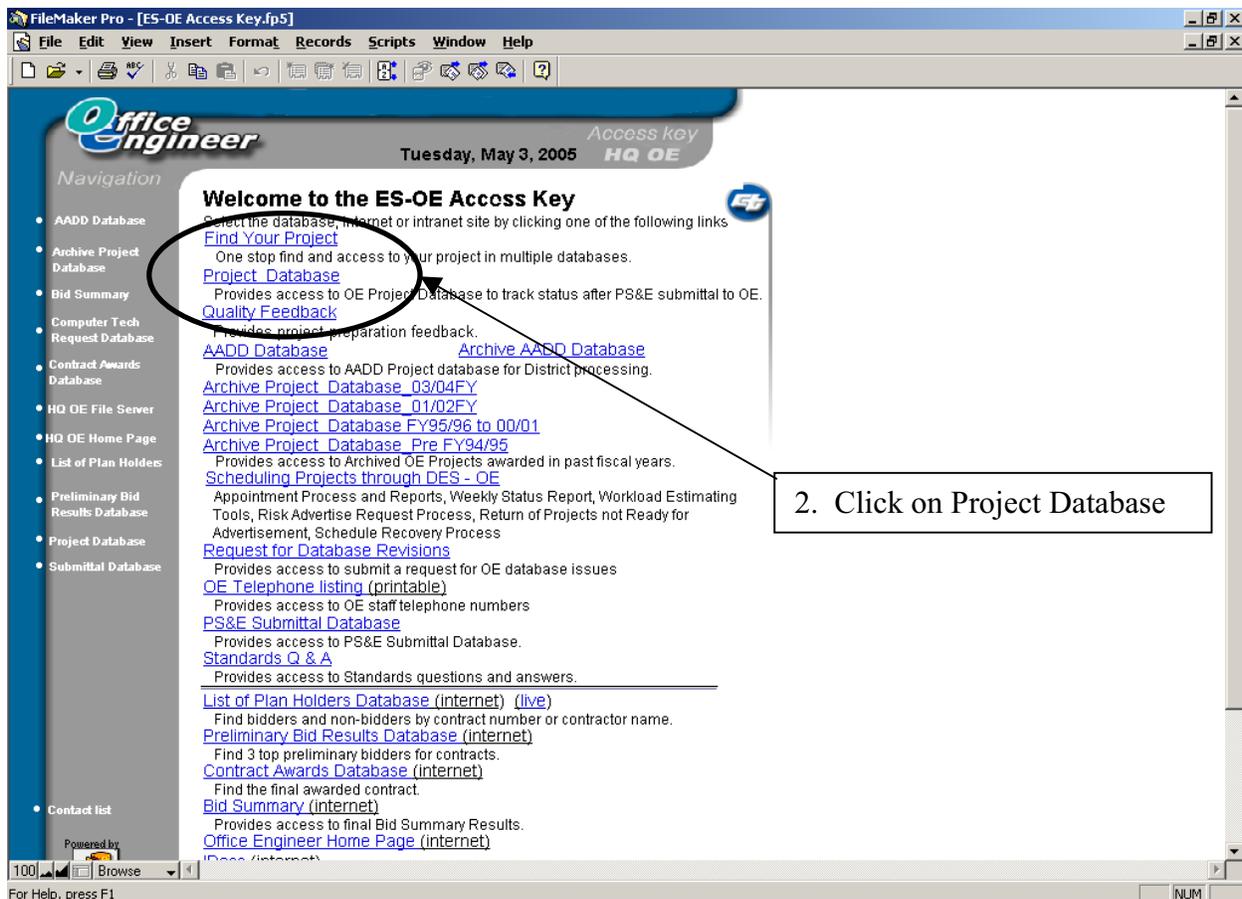
100 Browse For Help, press F1 NUM

How to Create a Merge File

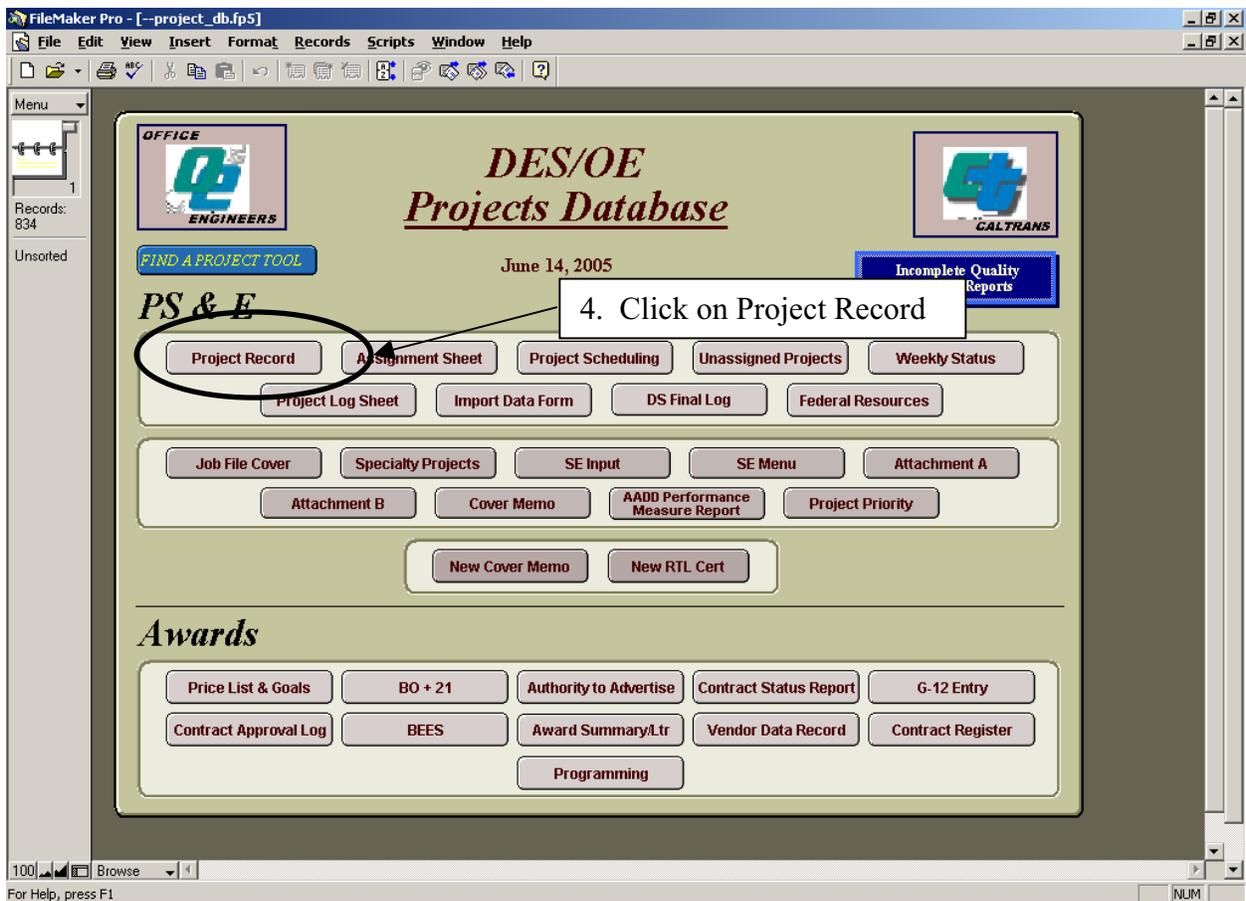
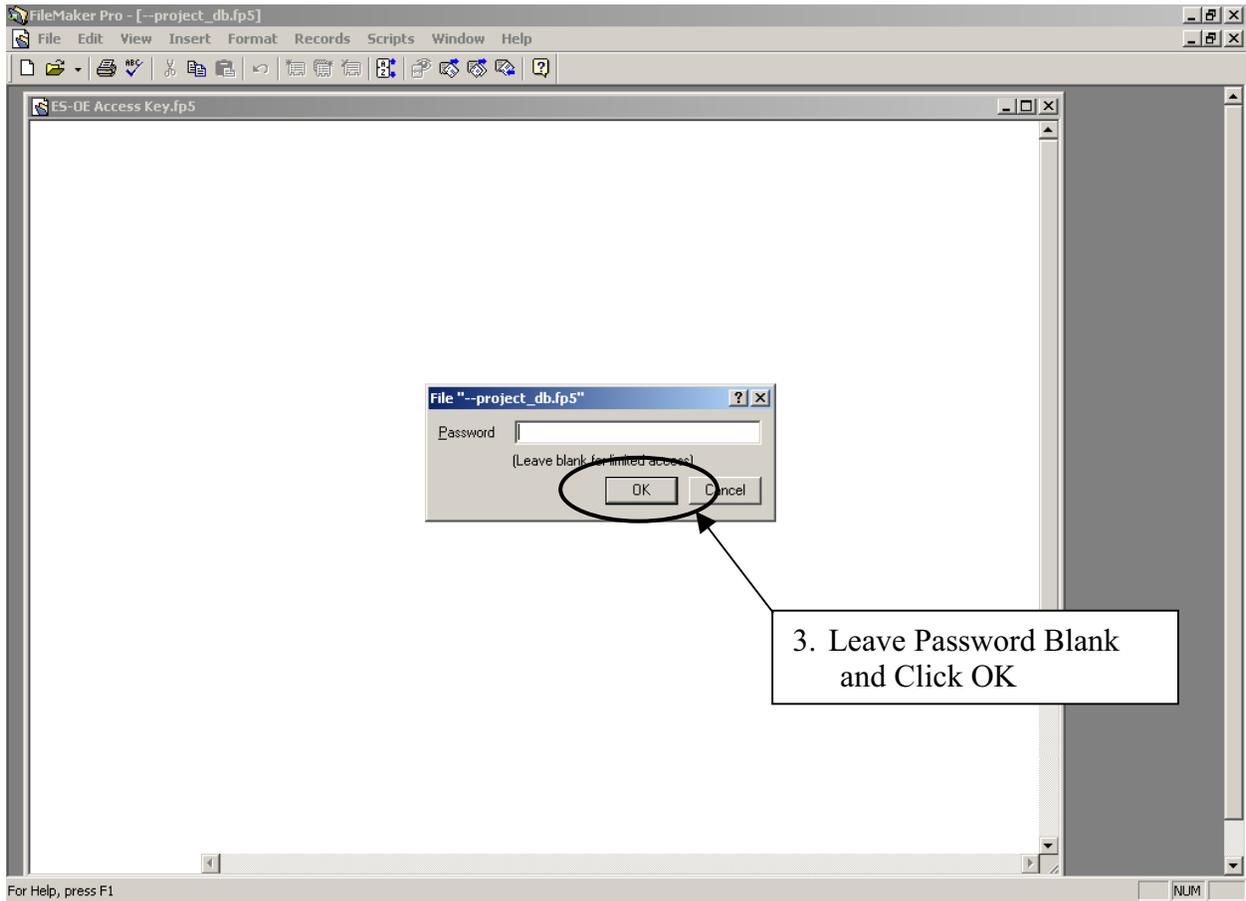


This operation creates a data file from the project record. The data file is "merged" (incorporated) into the addendum letter to create the base of the addendum letter.

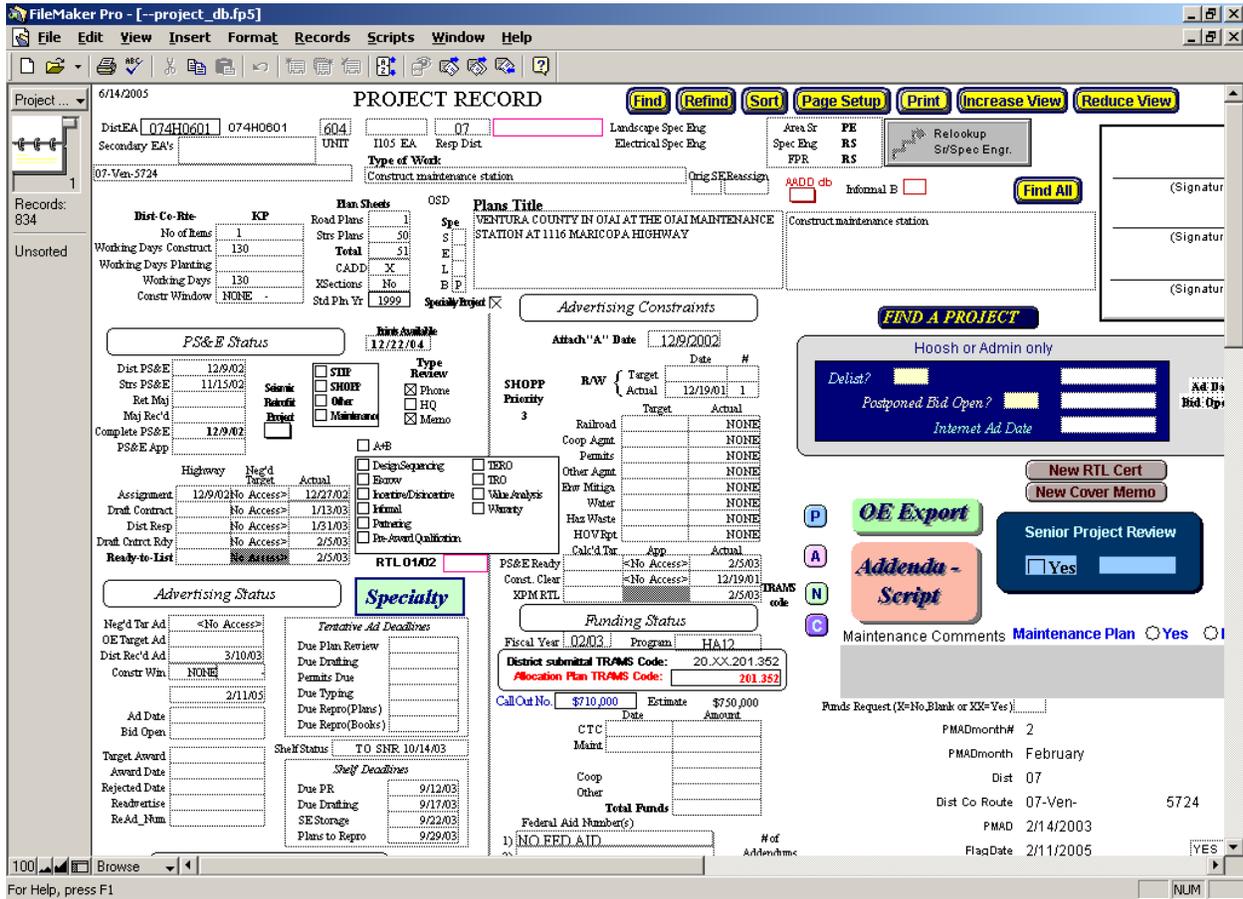
1. Open Office Engineer Gateway



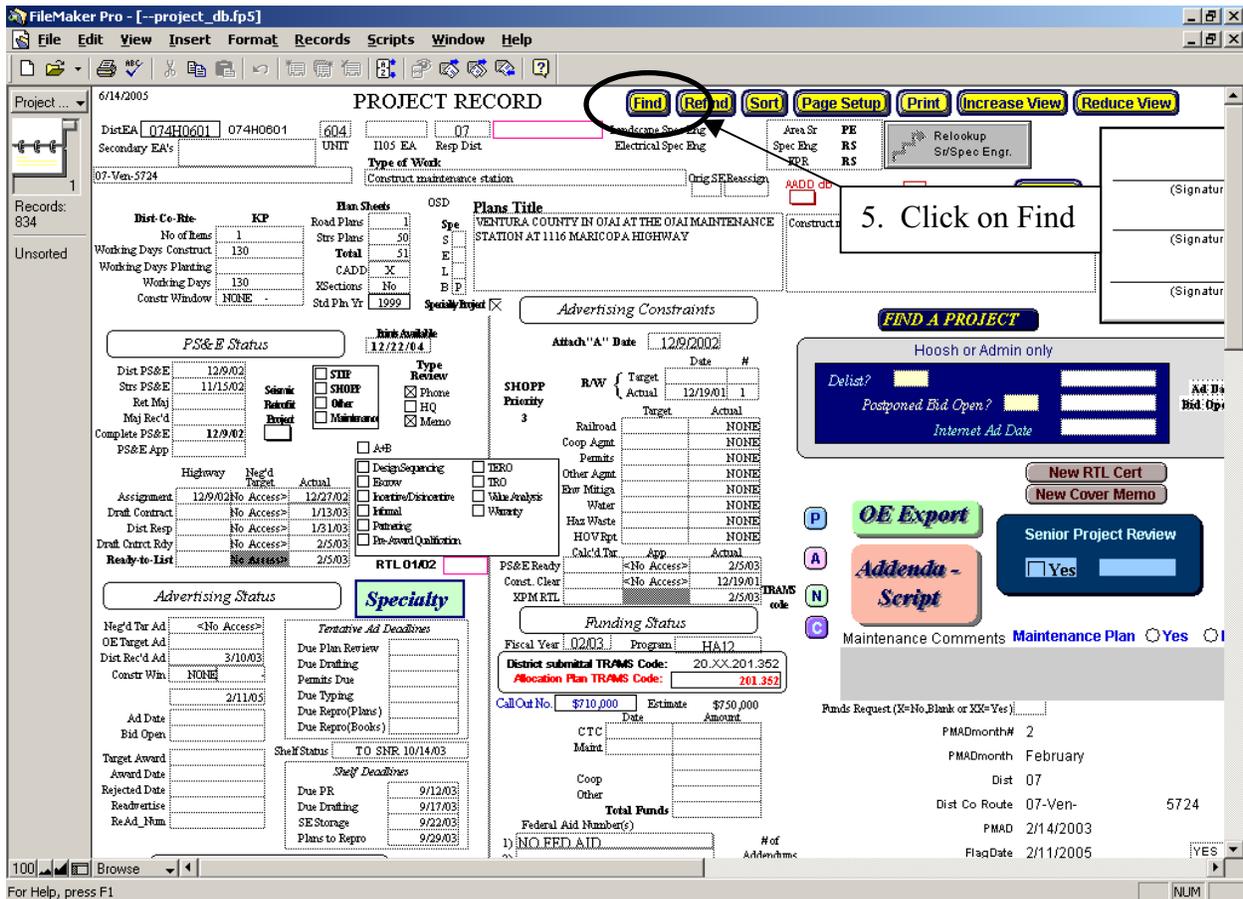
2. Click on Project Database



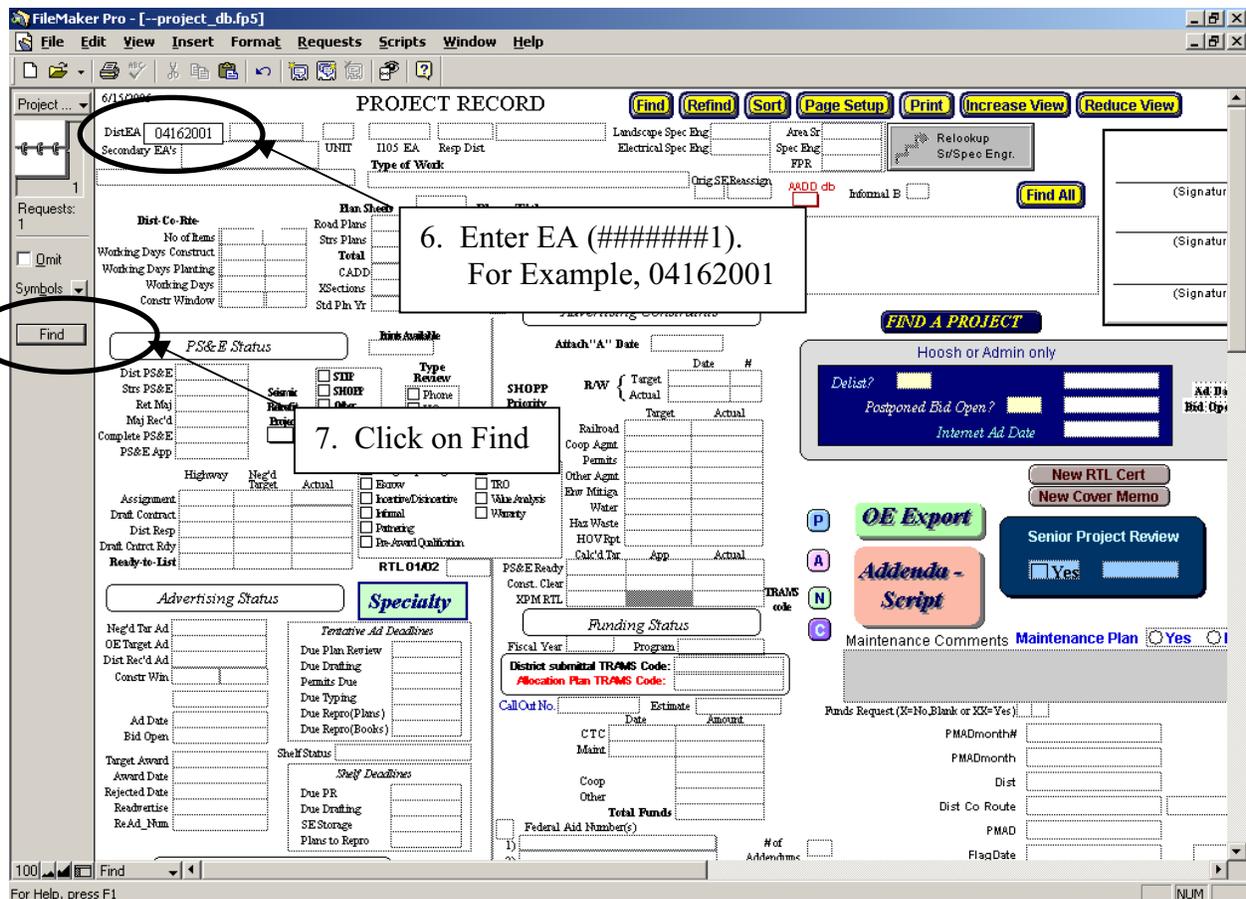
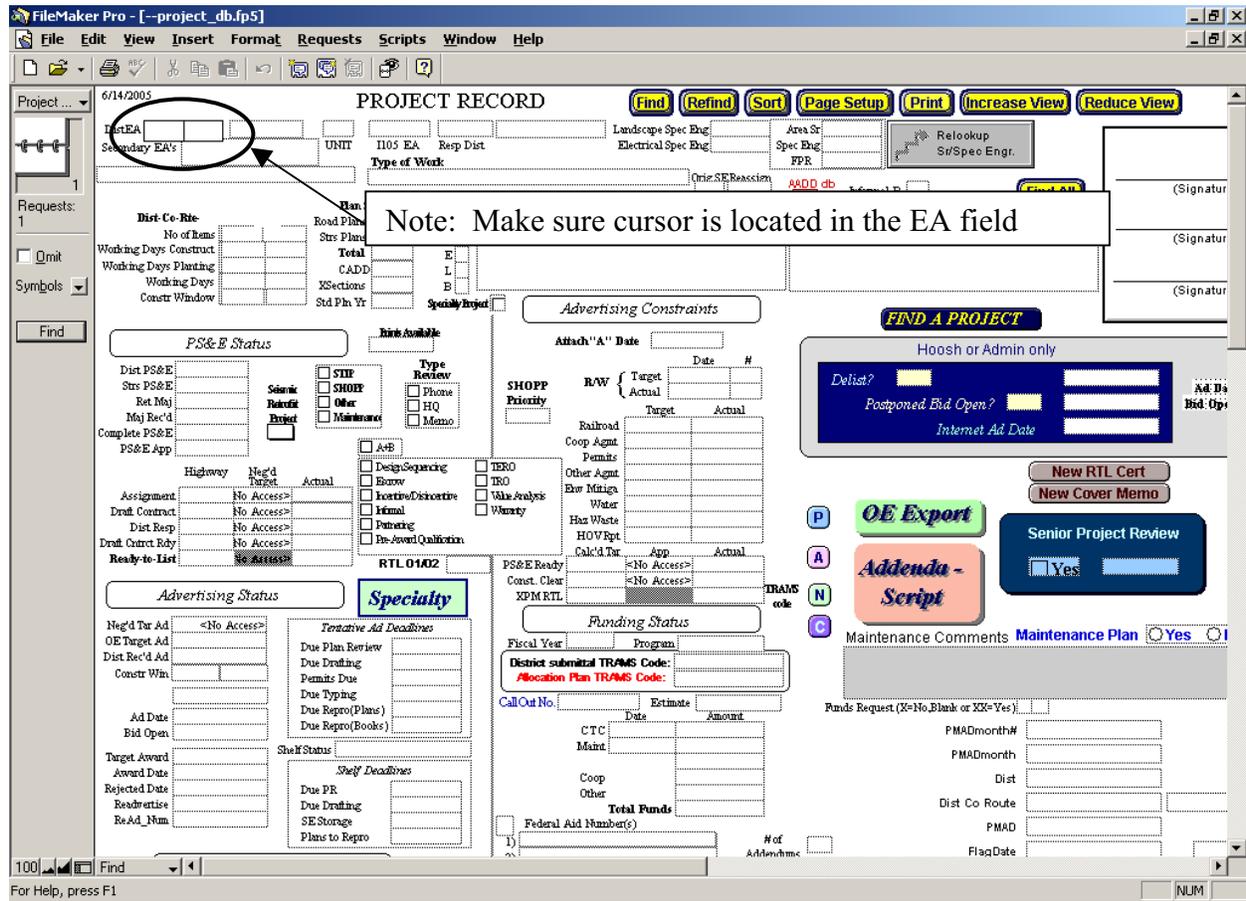
When opening the Project Database, the first record shows up on the screen.



To Find a Project Record



Find Layout



FileMaker Pro - [project_db.fp5]

File Edit View Insert Format Records Scripts Window Help

Project RECORD

Find Refind Sort Page Setup Print Increase View Reduce View

Project: 6/13/2005

DIST: 04162001 04162001 04 UNIT: 1105 EA Resp Dist: Landscape Spec Eng WIA Area Sr MCG Relookup
Electrical Spec Eng AKC Spec Eng BP S/S Spec Engr.

Type of Work: Existing bridge to be removed and new bridge to be constructed. Orig SE Reassign ADD db Informal B Find All

Plans Title: ALAMEDA COUNTY IN OAKLAND FROM 030 KM MACARTHUR BOULEVARD ON RAMP TO DISTRIBUTION STRUCTURE

8. Click on Project to show Layouts

PS&E Status: Dist PS&E 4/2/04, Strs PS&E 3/19/04, Maj Rec'd, Complete PS&E 4/2/04, PS&E App: Highway Neg'd 4/25/04, Draft Contract 6/11/04, Dist Rep 7/6/04, Draft Contd Rly 7/9/04, Ready-to-List 6/4/04

Advertising Status: Neg'd Tar Ad, OE Target Ad, Dist Rec'd Ad, Constr Win, Ad Date, Bid Open

Specialty: Design/Spacing, Blow, Excavate/Discontinue, Informal, Permitting, Pre-Award Qualification

SHOPP Priority: 2

Funding Status: Fiscal Year 03/04, Program HB&N, District submittal TRAMS Code: 20.20.201, Allocation Plan TRAMS Code: 201.130

Call Out No: \$8,400,000, Estimate: \$9,290,000, Date: 8/5/04, Amount: \$9,245,000

Total Funds: \$9,245,000

Federal Aid Number(s): 1) ER-1597(004)E

Find A PROJECT: Delist?, Postponed Bid Open?, Internet Ad Date

New RTL Cert, New Cover Memo, Senior Project Review

OE Export, Addenda - Script

Maintenance Comments, Maintenance Plan Yes No

Funds Request (X=No, Blank or XX=Yes) X X

PMADmonth# 9, PMADmonth September, Dist 04, Dist Co Route 04-Ala-580 73.7175.5, PMAD 9/20/2004, FlagDate 2/11/2005

100 Browse

For Help, press F1

FileMaker Pro - [project_db.fp5]

File Edit View Insert Format Records Scripts Window Help

Project RECORD

Find Refind Sort Page Setup Print Increase View Reduce View

Project: 6/13/2005

DIST: 04162001 04162001 04 UNIT: 1105 EA Resp Dist: Landscape Spec Eng WIA Area Sr MCG Relookup
Electrical Spec Eng AKC Spec Eng BP S/S Spec Engr.

Type of Work: Existing bridge to be removed and new bridge to be constructed. Orig SE Reassign ADD db Informal B Find All

Plans Title: ALAMEDA COUNTY IN OAKLAND FROM 030 KM MACARTHUR BOULEVARD ON RAMP TO DISTRIBUTION STRUCTURE

9. Click on MERGE Layout

PS&E Status: Dist PS&E 4/2/04, Strs PS&E 3/19/04, Maj Rec'd, Complete PS&E 4/2/04, PS&E App: Highway Neg'd 4/25/04, Draft Contract 6/11/04, Dist Rep 7/6/04, Draft Contd Rly 7/9/04, Ready-to-List 6/4/04

Advertising Status: Neg'd Tar Ad, OE Target Ad, Dist Rec'd Ad, Constr Win, Ad Date, Bid Open

Specialty: Design/Spacing, Blow, Excavate/Discontinue, Informal, Permitting, Pre-Award Qualification

SHOPP Priority: 2

Funding Status: Fiscal Year 03/04, Program HB&N, District submittal TRAMS Code: 20.20.201, Allocation Plan TRAMS Code: 201.130

Call Out No: \$8,400,000, Estimate: \$9,290,000, Date: 8/5/04, Amount: \$9,245,000

Total Funds: \$9,245,000

Federal Aid Number(s): 1) ER-1597(004)E

Find A PROJECT: Delist?, Postponed Bid Open?, Internet Ad Date

New RTL Cert, New Cover Memo, Senior Project Review

OE Export, Addenda - Script

Maintenance Comments, Maintenance Plan Yes No

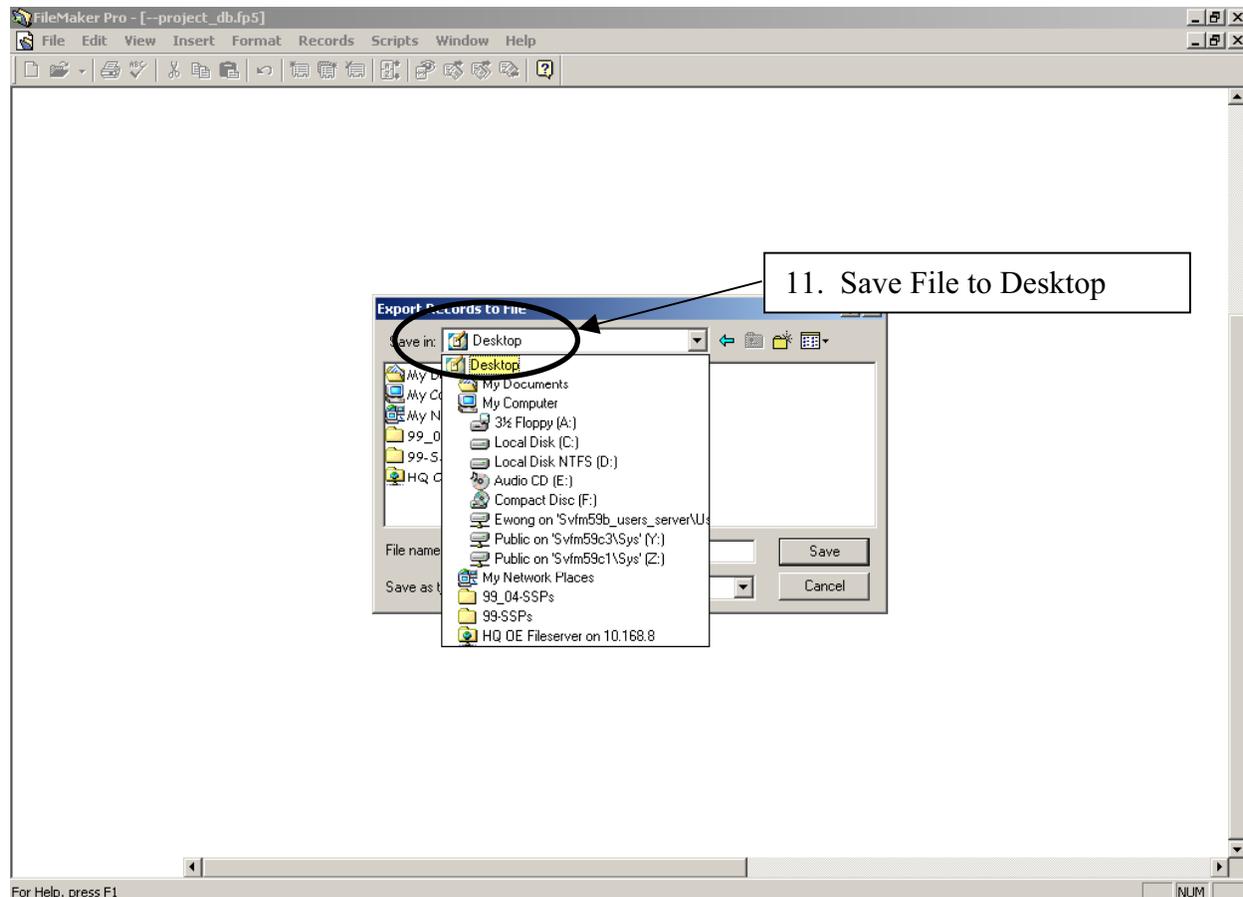
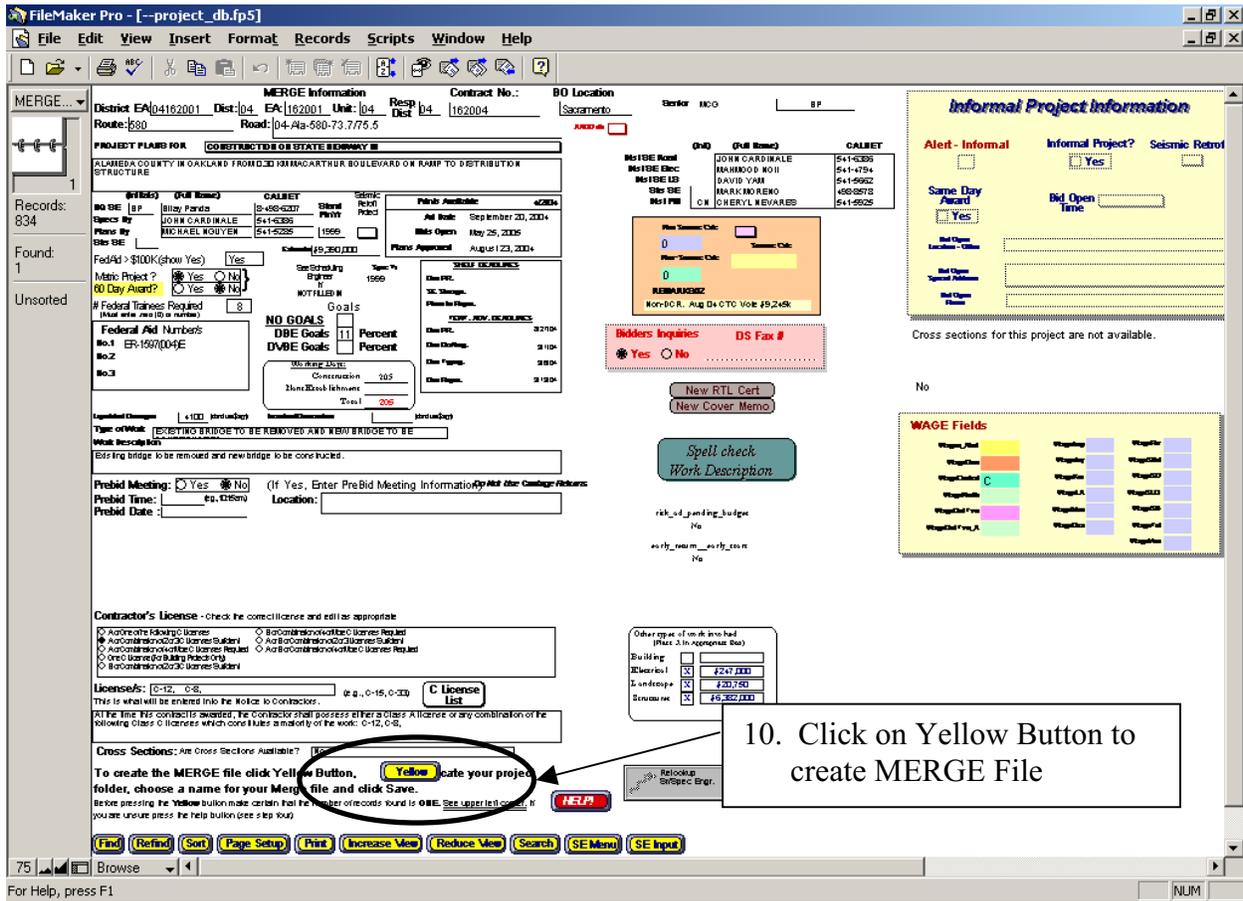
Funds Request (X=No, Blank or XX=Yes) X X

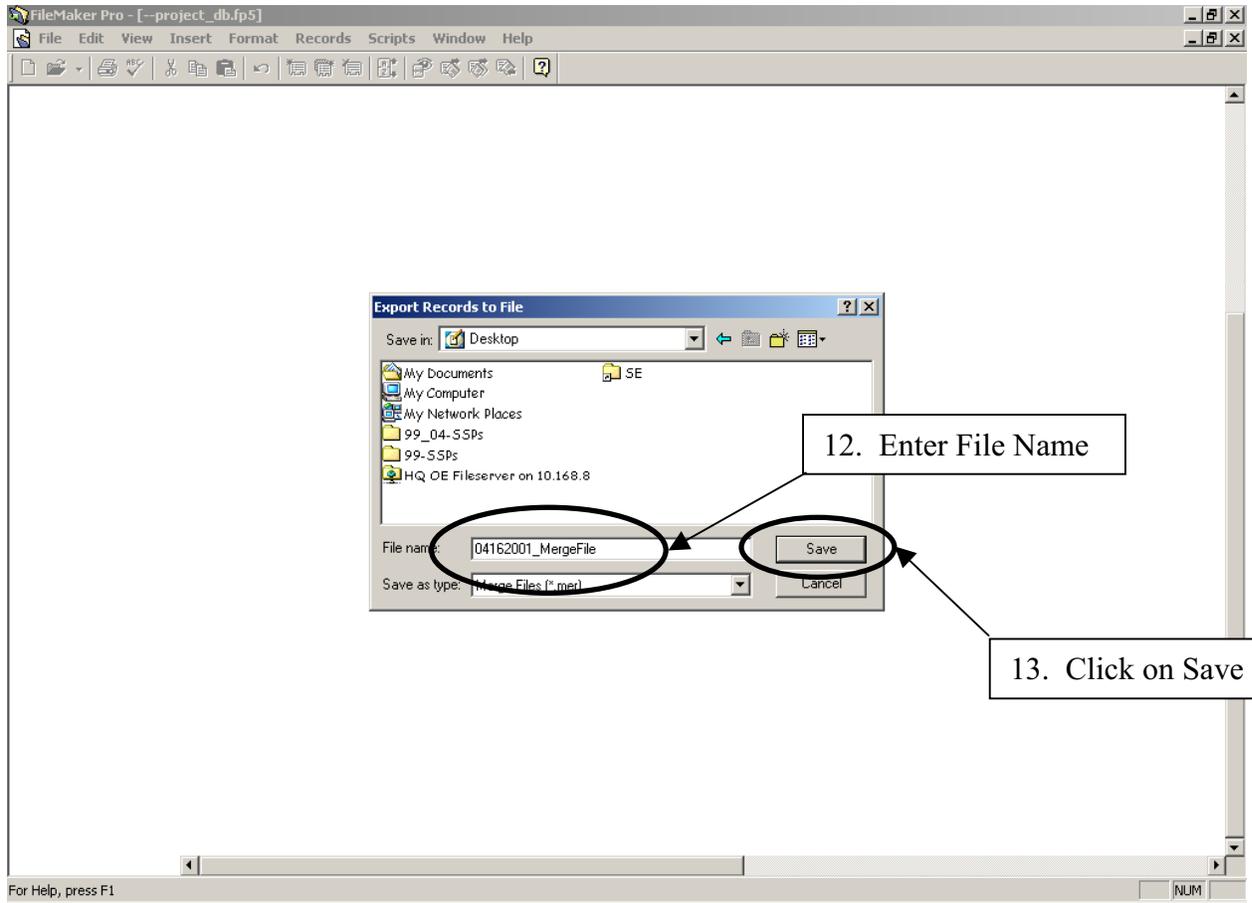
PMADmonth# 9, PMADmonth September, Dist 04, Dist Co Route 04-Ala-580 73.7175.5, PMAD 9/20/2004, FlagDate 2/11/2005

100 Goes to the script

Scripts Window Help

- IMPORT DATA FORM
- Project Record
- AADD Project Ticket
- AADD Proj Perf Measure
- Attachment A
- Attachment B
- Cover Memo
- DS Final Log
- Job File Cover
- Maint Budg Verif form
- Project Assignment Correction
- Project Log Sheet
- Assignment Sheet
- Unassigned Projects
- Mgmt WSR
- Special WSR
- Scheduling
- Monday Tentative List
- Project Ticket/Tentative List
- Revision to Tentative List - B
- Seismic Ticket
- Seismic Ticket Revision
- Non Bridge Ticket
- SE Input
- MERGE Layout
- MVF
- Specialty II
- Specialty Report - Building
- Specialty Report - Electrical
- Specialty Report - Landscape
- \$\$\$ Main CP Entry \$\$\$
- Contract Status Report
- Contract Fed Aid Status
- DBE Status Report
- NGF Status
- BEEs
- Price/Goals
- Authority To Advertise
- Contract Approval Log
- APPROVAL FAX
- BD + 21
- BD + 21 Labels

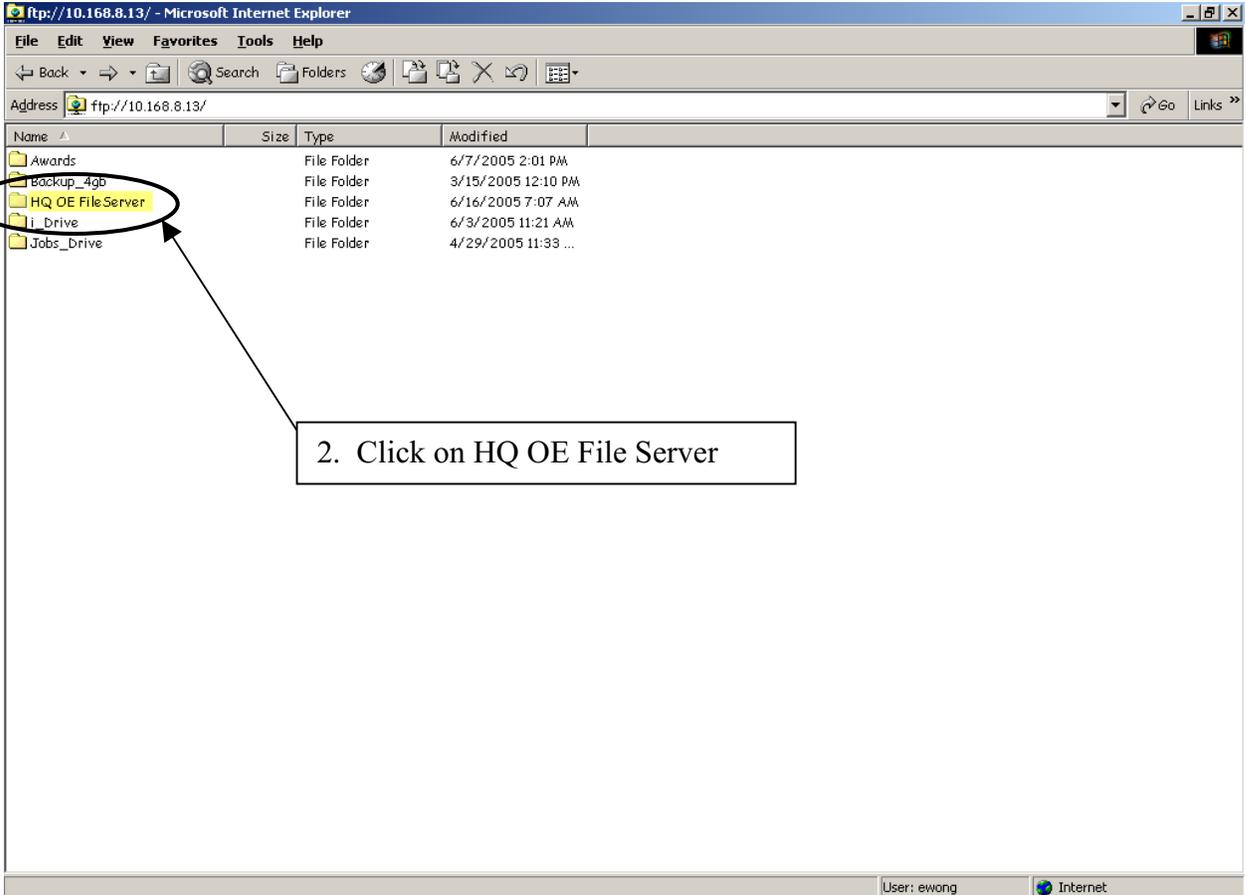




7. ATTACHMENTS
M - N - O

Where to Locate AADD Addendum Letters

1. Double Click on HQOE File Server Icon to get to the file server



ftp://10.168.8.13/ - Microsoft Internet Explorer

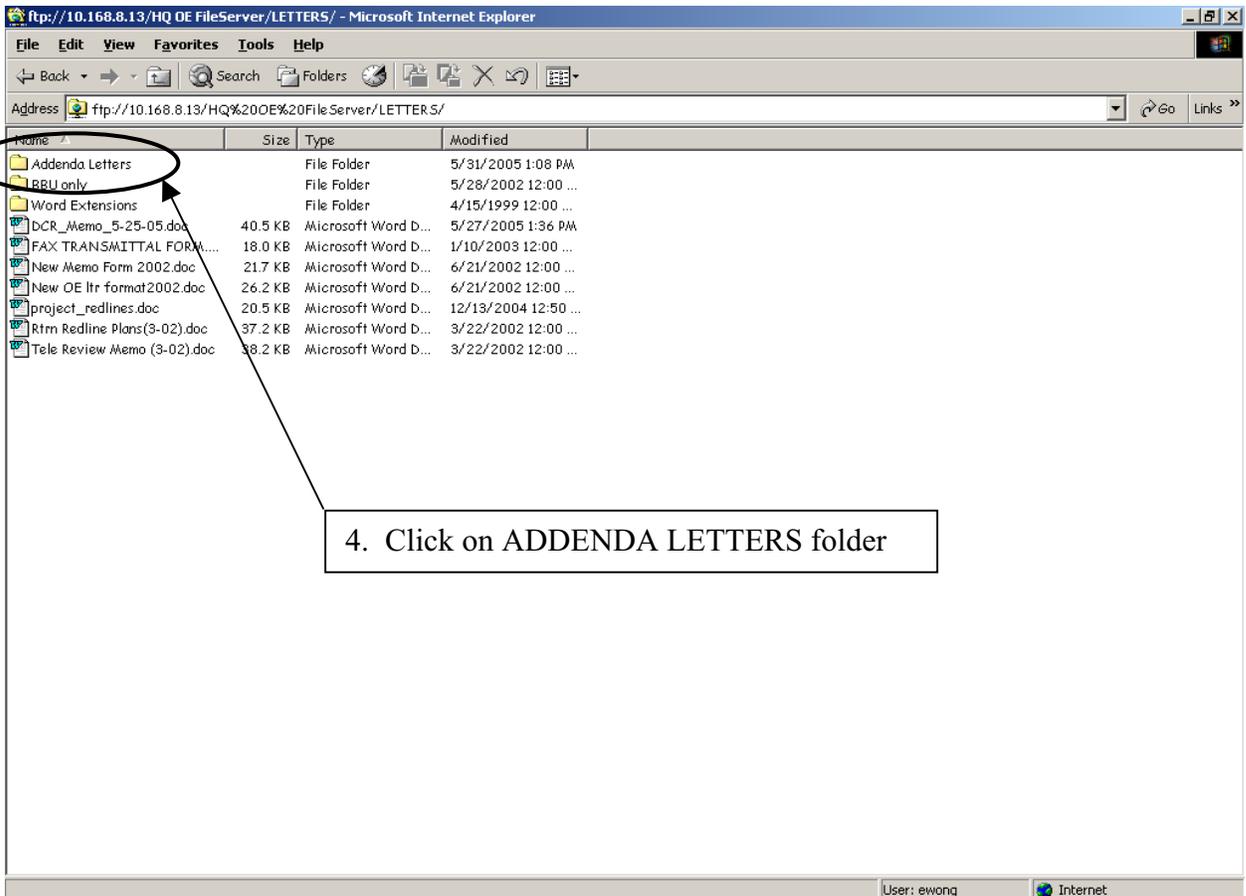
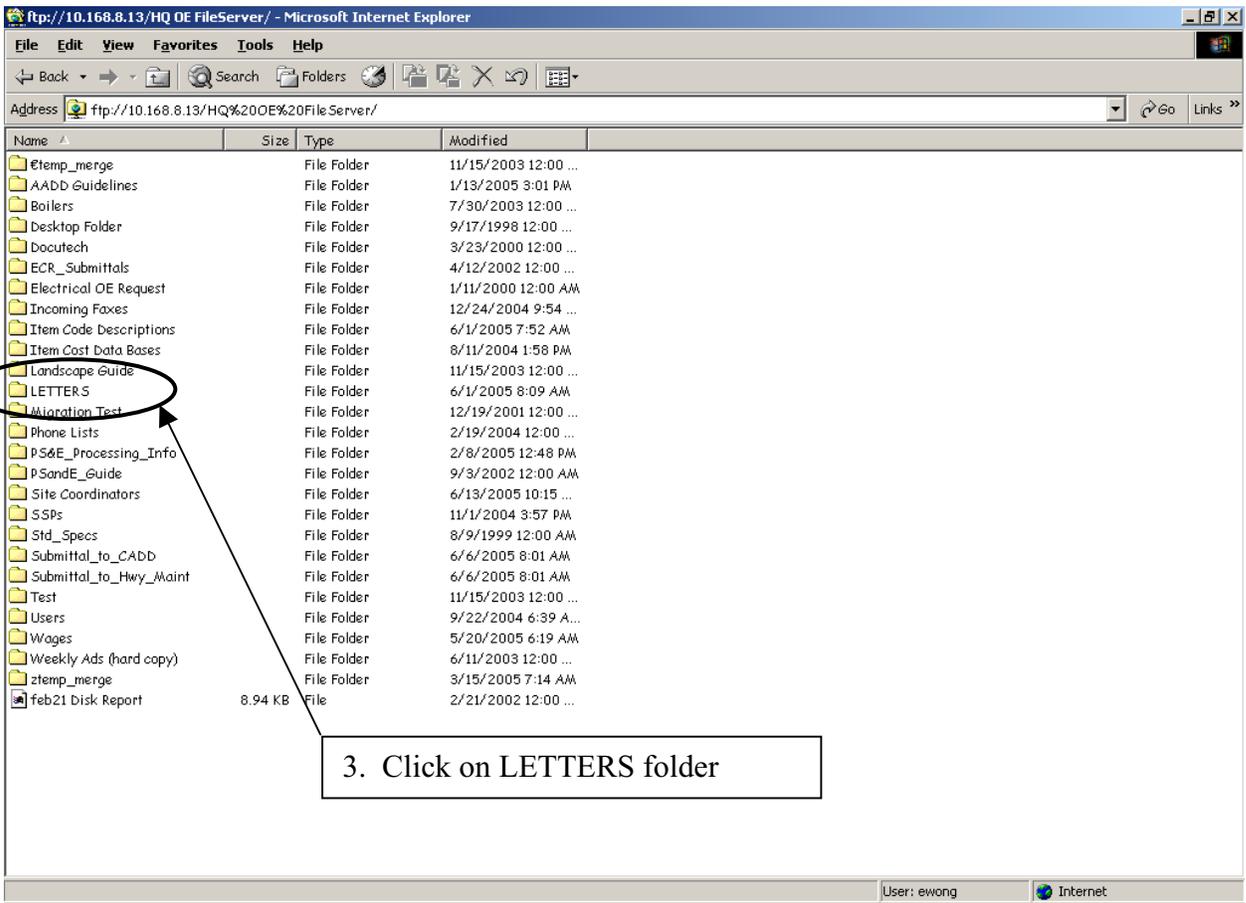
File Edit View Favorites Tools Help

Address <ftp://10.168.8.13/> Go Links »

Name	Size	Type	Modified
Awards		File Folder	6/7/2005 2:01 PM
Backup_Ago		File Folder	3/15/2005 12:10 PM
HQ OE File Server		File Folder	6/16/2005 7:07 AM
I_Drive		File Folder	6/3/2005 11:21 AM
Jobs_Drive		File Folder	4/29/2005 11:33 ...

2. Click on HQ OE File Server

User: ewong Internet



ftp://10.168.8.13/HQ OE FileServer/LETTERS/Addenda Letters/ - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Folders

Address ftp://10.168.8.13/HQ%20OE%20File%20Server/LETTERS/Addenda%20Letters/

Name	Size	Type	Modified
AADD Addendum Letters		File Folder	6/3/2005 9:51 AM
Building Addendum Letters		File Folder	5/27/2005 4:48 PM
Highway Planting Addenda Ltrs		File Folder	5/27/2005 4:47 PM
Informal Addendum Letters		File Folder	5/27/2005 4:47 PM
Addenda Cancel.doc	45.5 KB	Microsoft Word D...	5/31/2005 1:08 PM
Addenda Letter.doc	53.5 KB	Microsoft Word D...	5/31/2005 1:04 PM
ADDENDA PLAN NOTES.doc	24.0 KB	Microsoft Word D...	6/1/2004 12:00 AM
Addenda Postpone.doc	47.5 KB	Microsoft Word D...	5/31/2005 1:08 PM

5. Click on AADD ADDENDUM LETTERS folder

User: ewong Internet

ftp://10.168.8.13/HQ OE FileServer/LETTERS/Addenda Letters/AADD Addendum Letters/ - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Folders

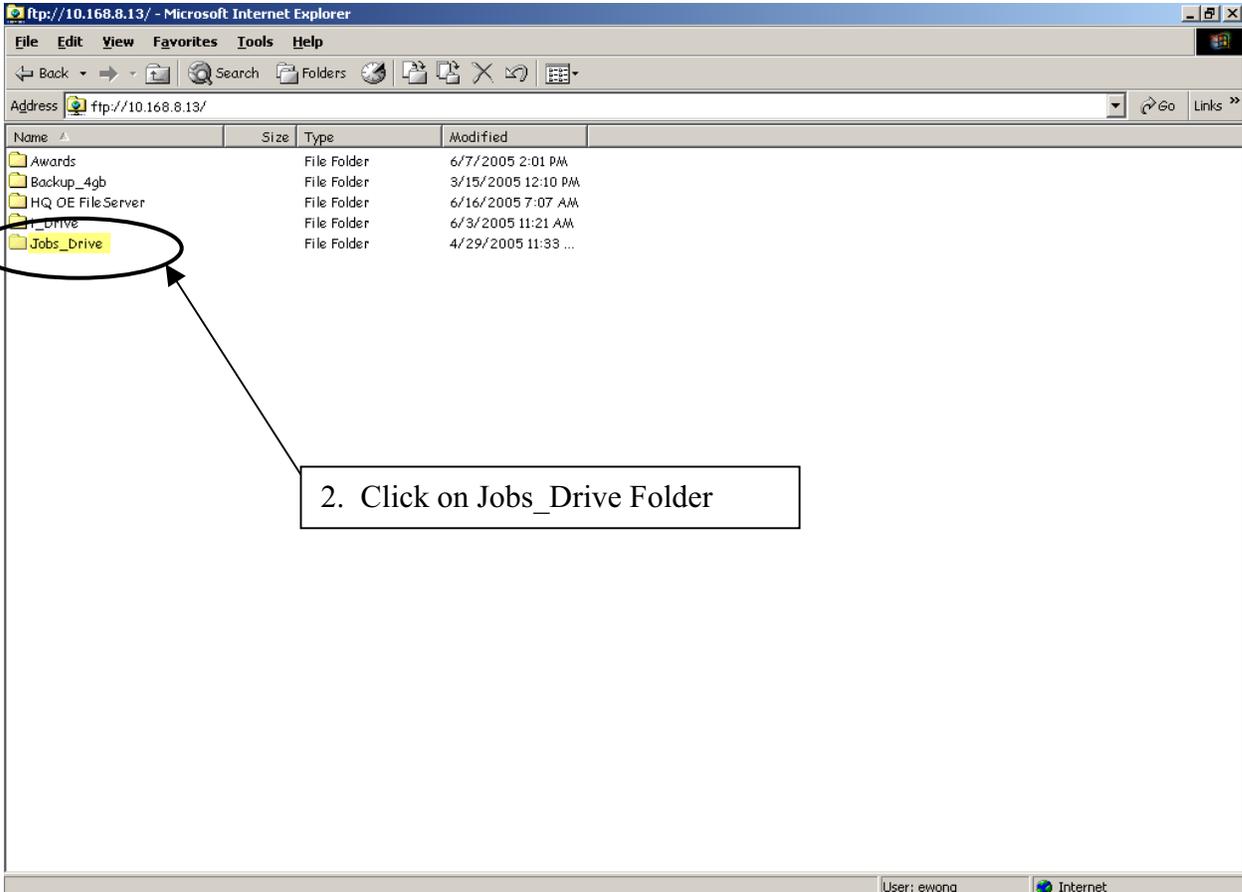
Address ftp://10.168.8.13/HQ%20OE%20File%20Server/LETTERS/Addenda%20Letters/AADD%20Addendum%20Letters/

Name	Size	Type	Modified
AADD Addenda Cancel.doc	47.5 KB	Microsoft Word D...	5/31/2005 1:12 PM
AADD Addenda Letter.doc	55.5 KB	Microsoft Word D...	6/3/2005 9:51 AM
AADD Addenda Postpone.doc	48.5 KB	Microsoft Word D...	5/31/2005 1:12 PM

User: ewong Internet

Where to Locate Proposal and Contract Book for Addenda Estimate Changes

1. Double Click on HQOE File Server Icon to get to the file server



The screenshot shows a Microsoft Internet Explorer window with the address bar set to `ftp://10.168.8.13/`. The main content area displays a directory listing with the following columns: Name, Size, Type, and Modified. The 'Jobs_Drive' folder is highlighted with a yellow background and circled with a black oval. An arrow points from a text box below to this folder.

Name	Size	Type	Modified
Awards		File Folder	6/7/2005 2:01 PM
Backup_4gb		File Folder	3/15/2005 12:10 PM
HQ OE File Server		File Folder	6/16/2005 7:07 AM
I_DRIVE		File Folder	6/3/2005 11:21 AM
Jobs_Drive		File Folder	4/29/2005 11:33 ...

2. Click on Jobs_Drive Folder

ftp://10.168.8.13/ - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address ftp://10.168.8.13/

Name	Size	Type	Modified
%20 Updated_SSP_03-10-03		File Folder	7/9/2004 2:54 PM
Addenda DB		File Folder	9/14/2004 6:02 AM
BBU		File Folder	6/7/2005 8:21 AM
desktop Folder		File Folder	10/14/2003 12:00 ...
Due_To_Typing		File Folder	6/27/2005 9:25 A...
Due_To_Typing (AADD)		File Folder	4/15/2005 2:22 PM
Garrett - Harry's Folder		File Folder	11/15/2003 12:00 ...
new999		File Folder	4/29/2005 11:33 ...
Project Information		File Folder	11/15/2003 12:00 ...
SEND DOCUTECH		File Folder	11/15/2003 12:00 ...
Users		File Folder	1/19/2005 10:22 ...
Weekly Estimates		File Folder	6/20/2005 6:42 A...
Old Ue File	378 KB	File	5/24/2001 12:00 ...
Project Review.lnk	1.48 KB	Shortcut	3/22/2004 12:00 ...
PS&E Quality Rating	44.0 KB	File	5/1/2000 12:00 AM
Retrospect	31.2 KB	File	6/25/2002 12:00 ...
Shortcut to info from supvr.l...	344 by...	Shortcut	8/9/2004 8:57 AM
Startup.undo	1.37 KB	UNDO File	3/25/2002 12:00 ...

3. Click on BBU folder

User: ewong Internet

ftp://10.168.8.13/BBU/ - Microsoft Internet Explorer

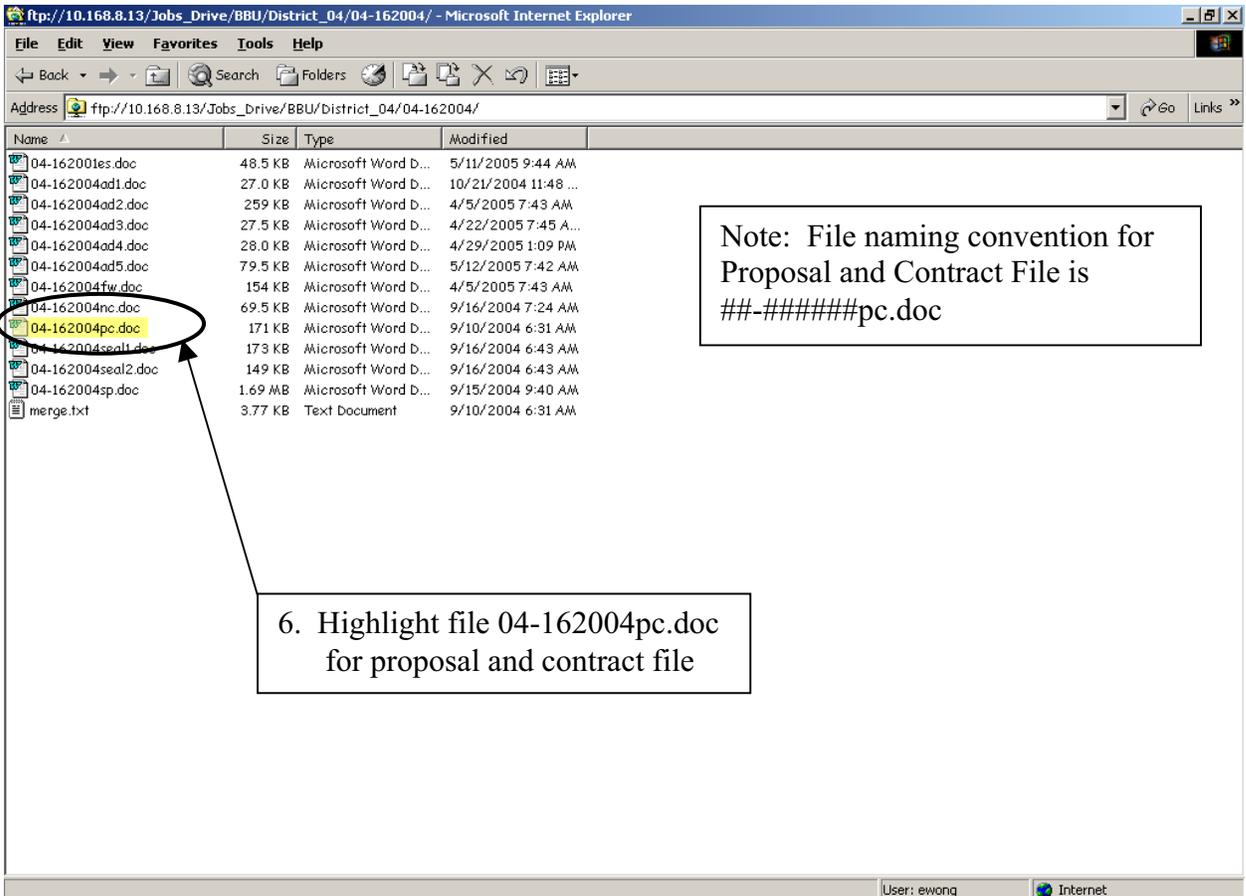
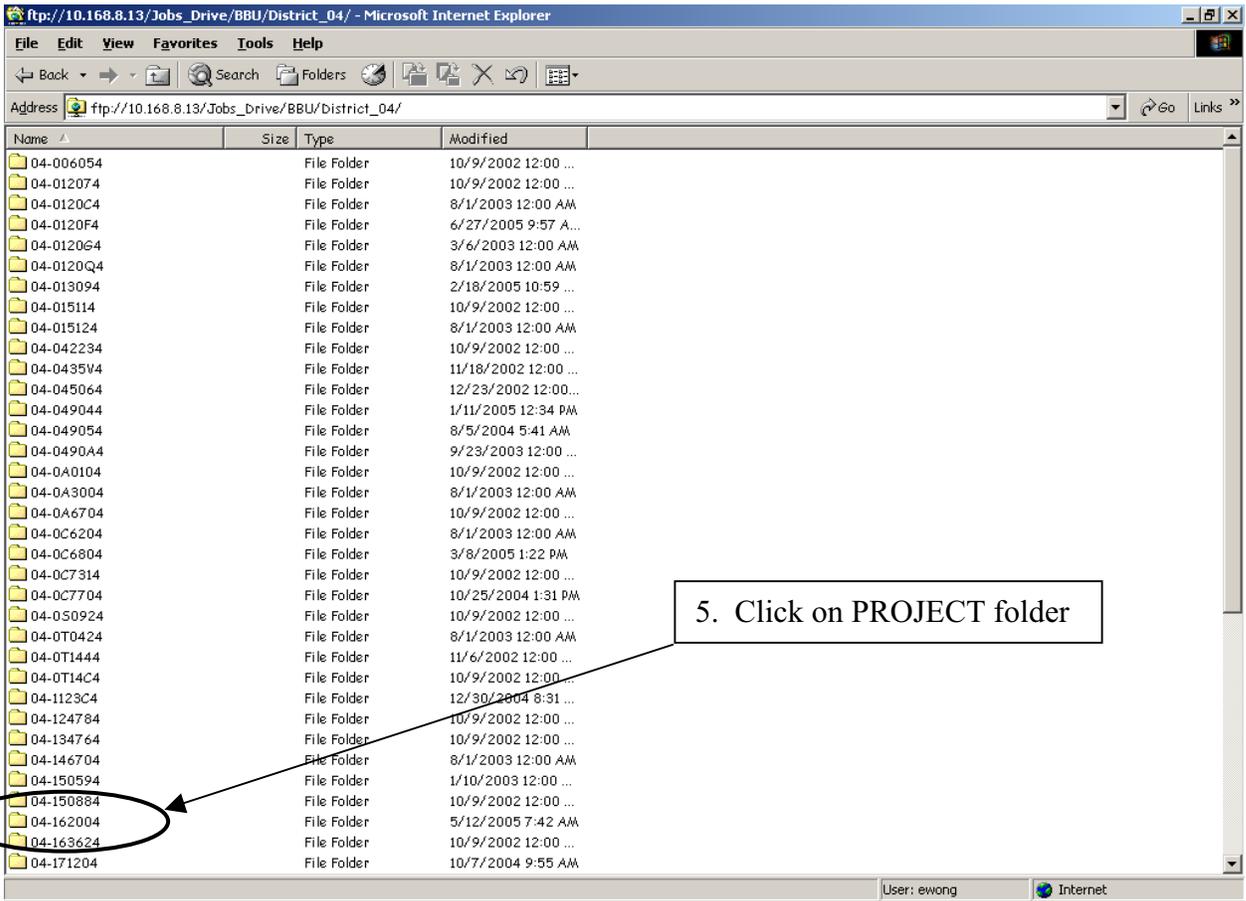
File Edit View Favorites Tools Help

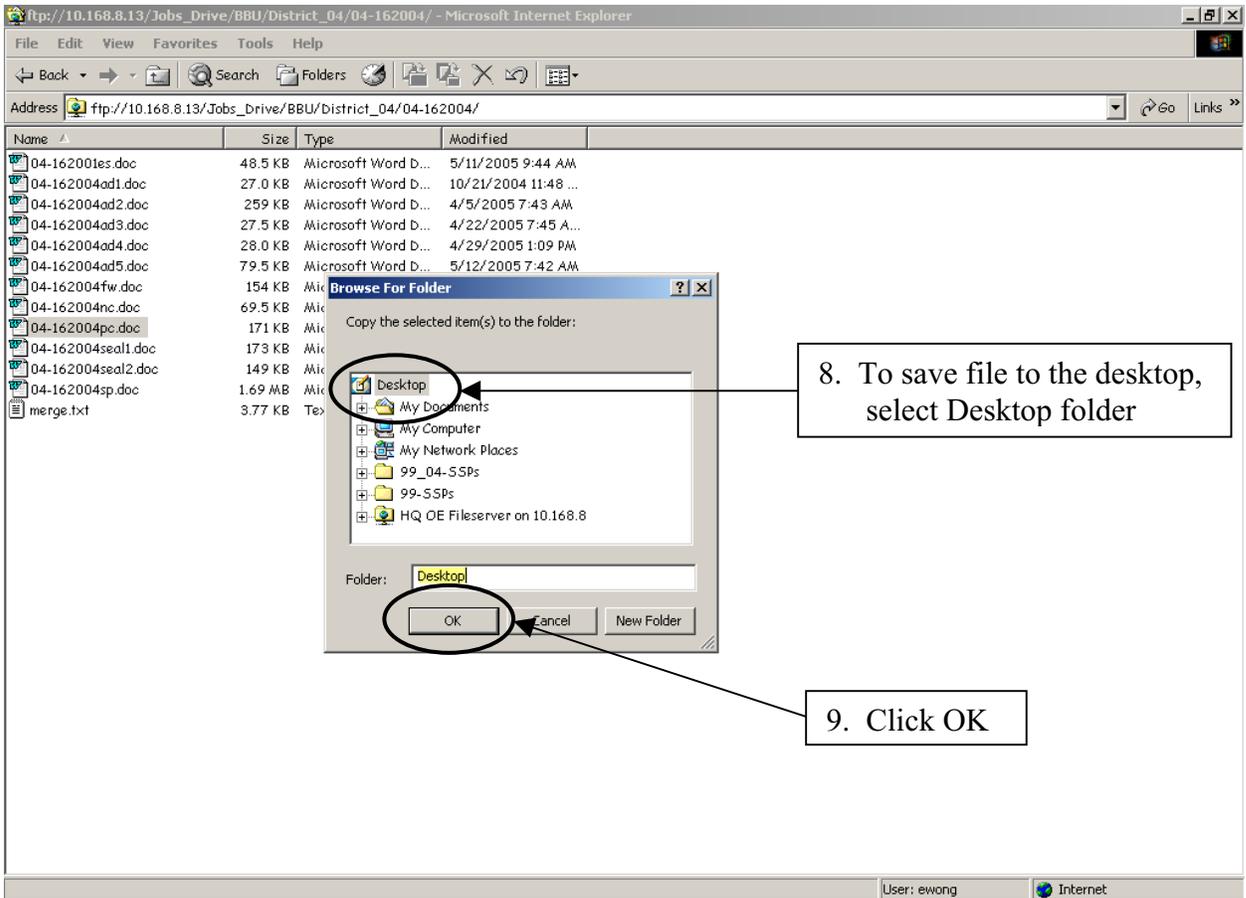
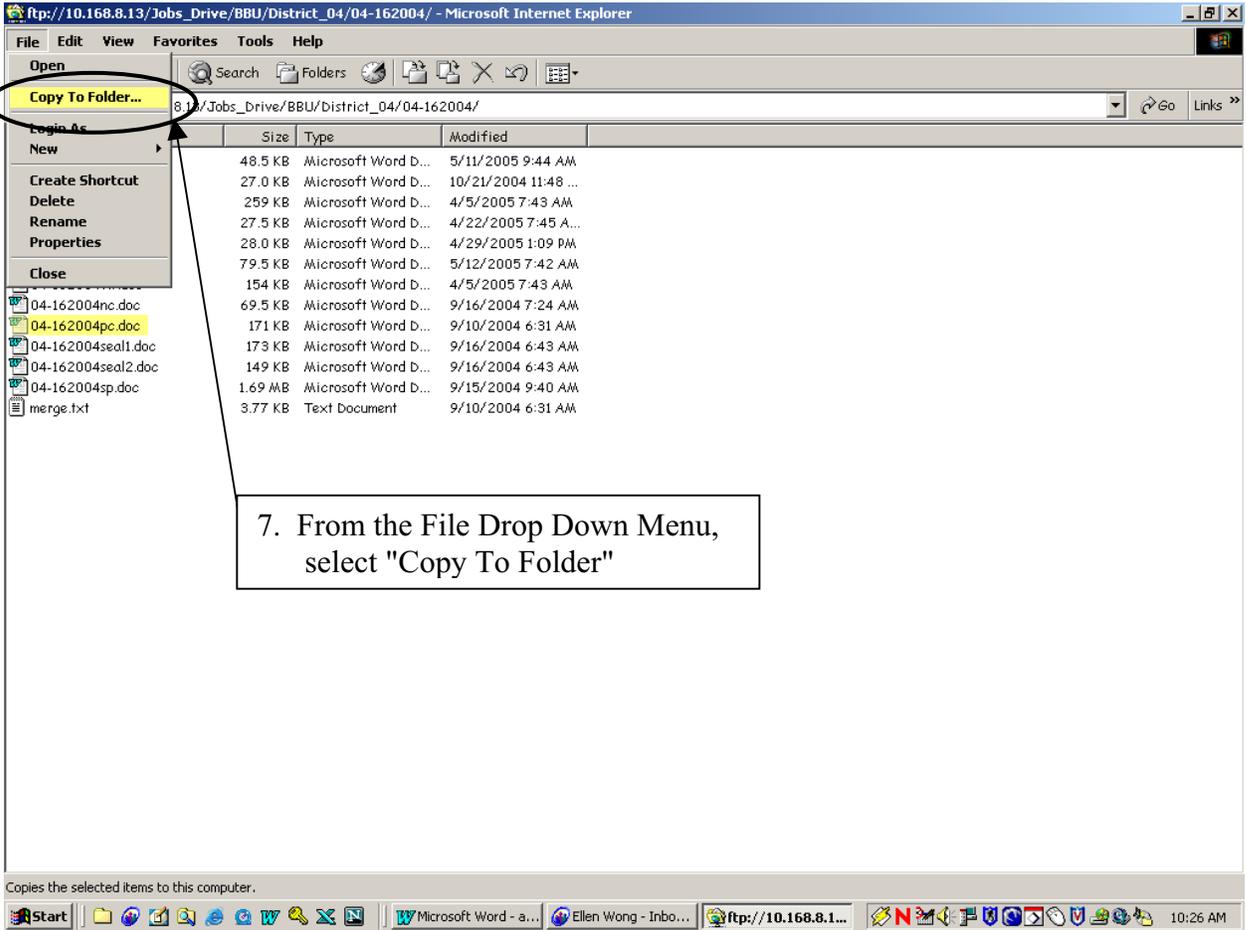
Address ftp://10.168.8.13/BBU/

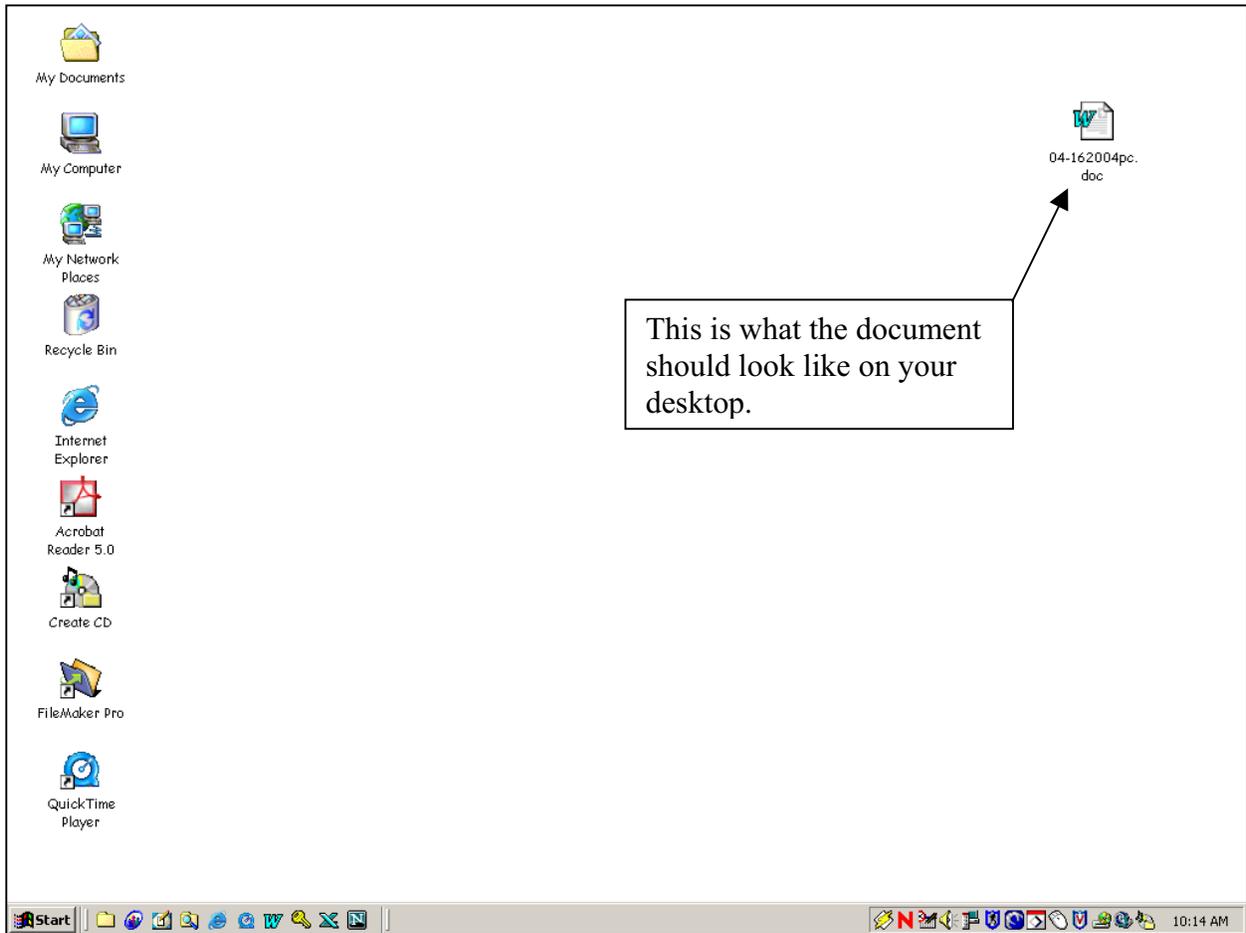
Name	Size	Type	Modified
AADD		File Folder	2/16/2005 1:36 PM
District_01		File Folder	5/25/2005 1:38 PM
District_02		File Folder	6/21/2005 9:41 AM
District_03		File Folder	6/13/2005 1:13 PM
District_04		File Folder	6/27/2005 9:57 A...
District_05		File Folder	5/23/2005 12:27 ...
District_06		File Folder	5/26/2005 9:58 A...
District_07		File Folder	6/28/2005 6:58 A...
District_08		File Folder	6/7/2005 6:38 AM
District_09		File Folder	6/1/2005 9:13 AM
District_10		File Folder	5/23/2005 9:30 A...
District_11		File Folder	5/31/2005 8:28 AM
District_12		File Folder	6/14/2005 10:47 ...

4. Click on District folder

User: ewong Internet







This is what the document should look like on your desktop.