

ADDENDA FOR AADD PROJECTS Oct-07

Turn in the answer sheets at the end of the class. Please do not share the test questions with others who will take this class. Thank you.

Please choose the "best" answer, i.e., the answer that is most correct. Mark the answer sheet carefully.

1. In the addenda, we call attention to a bid item with a change by listing the bid item No. in the letter, and we place the addenda note at the bottom of the replacement copy of the estimate page that has changes - AND:

1. a vertical line is placed to the left of the bid item.
2. a vertical line is placed to the right of the bid item.
3. the changed (corrected) bid item info is underlined.
4. the old (incorrect) bid item info is lined out.
5. an inverted triangle with addenda No. is placed next to the changed bid item.

2. It is a violation of the law to hold the bid opening date AND to issue addenda:

1. on the day of bid opening.
2. within 24 hours of bid opening.
3. within 48 hours of bid opening.
4. within 72 hours of bid opening.
5. within 72 hours of bid opening, not counting weekends & holidays.

3. Copies of addenda are sent to

1. "Proposal And Contract" book holders only.
2. "Notice to Contractors and Special Provisions" book holders only.
3. All contractors that have registered for the project on-line at the HQ-OE web site.
4. All contractors within 20 miles of the project location that have the correct license(s).
5. No contractors. A notice is sent. The addenda are available on-line.

5. Book holders receive addenda plans by this method:

1. Notified by letter, contractors download from web site.
2. Sent electronically with letter.
3. Sent as hardcopy by overnight courier (UPS, FedEx, DHL, etc.)
4. Notified by letter, order from or pick up at Plans Counter.
5. Hardcopy sent to Primes only.

6. Killer issues that ALWAYS require an addenda are NOT:

1. A quantity shown with two decimal places in the Engineer's Estimate.
2. Wrong contractor's licenses listed.
3. Correct unit of measure is M3, but shown in Estimate as M2.
4. Materials/Informational Handouts not sent to bid book holders.
5. Missing documents from the "Proposal & Contract"

7. A plan sheet has been changed by Addenda No. 1. Addenda No. 2 will make additional changes to the same plan sheet. Which is a true statement?

1. Addenda No. 2 changes are shown on the original plan sheet.
2. Addenda No. 1 notes are removed for Addenda No. 2.
3. Addenda No. 2 is shown "on top" of Addenda No. 1.
4. Addenda No. 1 changes are shown, but no reference to Addenda No. 1.
5. I don't know. Delineation staff know this one.

8. The addenda refers to a special provision to be changed in the "Notice to Contractors & Special Provisions" by referring the bidders to:
 1. the special provision title (heading).
 2. the page No. it is on.
 3. the bid item it describes.
 4. the special provision Section No. and title.
 5. I don't know.

9. The Engineer's Estimate is changed by addenda. The Engineer's Estimate in the Job File (BEES printout) -
 1. Must be changed to match. District sends "red lined" corrected copy to DES-OE.
 2. Need not be changed.
 3. Will be updated by printing fresh BEES and replacing.
 4. DES-OE (Ed Armijo) will take care of this.
 5. I don't know.

10. Addenda should be reviewed & proofread in the District –
 1. by the PE.
 2. at the discretion of the writer.
 3. by two other experienced persons.
 4. at least twice, including by the DOE.
 5. twice, including the District Director.

11. In the contract documents, the Engineer's Estimate is part of:
 1. the Notice to Contractors and Special Provisions
 2. the Engineer's Estimate
 3. the Proposal and Contract
 4. The BEES
 5. I don't know.

12. Mobilization is bid item No. 30. Two bid items are deleted and three bid items are added by addenda. Mobilization then becomes -
 1. bid item No. 28.
 2. remains bid item No. 30
 3. bid item No. 31
 4. bid item No. 34
 5. None of the above

13. Bid item No. 27 is deleted by addenda. The revised Engineer's Estimate will show that -
 1. All evidence of the bid item is removed. Previous Item 28 then becomes 27, etc.
 2. the info is removed and the word "BLANK" is placed
 3. No change. The letter tells that the item is deleted.
 4. the bid item info is crossed through
 5. I don't know, that is why I'm here.

14. It is the morning of Tuesday October 30. Bid opening is Tuesday November 6. It was decided yesterday afternoon that an addenda will be sent. It will consist of two revised plan sheets, one new plan sheet and one deleted plan sheet. The changes are major. You will be able to send the addenda to DES-OE first thing on Friday.
 1. Bid opening date is OK.

2. Addenda will include one week postponement of bid opening.
3. Addenda will include two week postponement of bid opening.
4. Addenda to postpone will be sent to DES-OE today or ASAP.
5. I don't know.

16. An addenda will add a special provision for " - *something* - " The PE wants it placed between Sections 10-1.17 and 10-1.18. This added special provision will be numbered:

1. No number. Addenda letter says it is placed after 10-1.17.
2. 10-1.17A
3. 10-1.17-2
4. 10-1.175
5. I don't know.

17. The "C" plan sheets are numbered 13, 14 and 15. Total plan sheets are 21. A new "C" sheet is added by addenda. It will be numbered:

1. 15(2)
2. 15A
3. 21A
4. 22
5. I don't know.

18. It generally costs each contractor about _____% x construction cost to prepare a bid for a typical highway construction project.

1. 0.1 - 0.2 %
2. 0.3 – 0.6 %
3. 0.5 – 1 %
4. 1 – 2 %
5. 2 – 5 %

19. It is Wednesday October 31, 2007. Instead of being in this class, you are back at your regular job. You have just been informed that an addendum is required on one of your AADD projects. Bid opening is Wednesday, November 14. It is the hottest project in your District. It will take four working days to prepare the addenda for transmittal to DES-OE, then two days for DES-OE to format, return for District proofing, obtain signature, repro in DES-OE and send out the addenda – if everything goes according to plan. The best course of action is:

1. Work overtime to speed up the schedule.
2. Ask District management to cancel all time off for staff critical to this effort.
3. Proceed with the addenda as scheduled.
4. Issue an addenda to postpone, then follow up with changes in 2nd addenda..
5. Cancel the advertisement. Get it right the next time.

20. Which language type is used in the addenda letter?

1. "Insert the following paragraph . . "
2. "Add the following paragraph . . "
3. "The following paragraph is added . . "
4. "The following paragraph has been added . . "
5. They all seem good to me.

21. A project of \$1,200,000 has an error. We could deal with the issue in construction if we had to, but it will cost \$2500 extra. Issuing an addendum will delay bid opening two weeks. The best course of action is:

1. Issue the addenda ASAP.
2. Do nothing, pass it to Construction.
3. Ask the PM for decision.
4. Notify Contractors on the bidder inquiry web site of the discrepancy.
5. I don't know.

22. The addendum describes a change to a plan sheet in the letter, but you don't provide a copy of the plan sheet in the addenda. Is it necessary to follow up and change the electronic plans file to match?

1. Yes
2. No.
3. If there is time, but is not required.
4. Construction will update the files with the "As-Builts".
5. DES-OE will handle this.

23. Most mistakes in the addenda documents are due to:

1. Carelessness and rushing in preparation and/or proofing
2. Not enough training in preparation
3. Poor quality of instruction in how to prepare addenda
4. Overly complicated process
5. All of them