

# ADDENDA AND CHANGE ORDERS

## LOUISIANA DEPARTMENT OF HEALTH • OFFICE OF PUBLIC HEALTH

Plans and Specifications for Louisiana Department of Health (LDH) – Office of Public Health (OPH) – Drinking Water Revolving Loan Fund (DWRLF) projects must meet the technical design requirements contained in the Louisiana Administrative Code, Title 51 Part 12, (Formerly Chapter 12 of the State Sanitary Code) and must conform to the recommendations in the approved System Improvement Plan (*See the System Improvement Plan Guidance and the Plans and Specifications Guidance for details*).

Because the plans and specifications for the project have been previously approved, and addenda and change orders represent changes to the plans and specifications, they must also be submitted and approved. This must be done to ensure that the completed project does not contain elements that have not been subjected to review and approval.

### ADDENDA

Addenda are revisions to the plans and specifications issued *before* the opening of bids and are supplied to bidders in sufficient time so that the information can be incorporated in the bid.

Addenda generally do not include significant design changes but are usually issued to clarify ambiguous language, correct minor errors, inform bidders of products that do/do not meet specifications, change bid opening dates, etc. In reviewing the addenda, the following is evaluated: that the sequence of addendum number is correct, that the addendum has been or will be issued in time for bidders to adjust their bids in accordance with the addendum, and that the changes to the plans and specifications in the addendum are reasonable, justifiable, and appear to be cost effective.

If the addendum includes substantial changes in the components of the proposed works or would substantially affect the cost effective analysis, an addendum to the System Improvement Plan may have to be submitted and approved, as well as a review of design changes in accordance with state design criteria. While minor design changes may be made by addendum, major redesign of a project should be made by withdrawing any plans and specifications already issued and issuing a new set.

### CHANGE ORDERS

Change orders are revisions to a construction contract *after* the contract has been awarded. Change orders are usually issued to correct situations that arise during construction and can include significant design changes.

The approval of the change order and determination of the DWRLF participation in any costs associated with the change are separate issues. Therefore, the review of change orders is a two step process. And like addenda, change orders will be reviewed and approved in numerical sequence only.

*Step 1:* The change order is first reviewed according to the criteria used for the plans and specifications. When that review is successful the change order can be approved.

*Step 2:* It will then be reviewed for necessity, cost, and eligibility. A change order might be “approved”, while the work declared “ineligible” for DWRLF participation; or, if the cost of the work is found to be unreasonable, participation may be limited to a reasonable amount.

Change orders should be submitted for review as soon as possible after the need for the change is evident.

No payments for eligible work covered by a change order will be made until the change order has been approved.

Ideally, change orders should be approved before the work covered by the change order is done. DWRLF Program recognizes that it is sometimes necessary, to avoid work stoppages or contract delays, to verbally instruct the contractor to make changes to the contract and to follow these instructions up with a written change order later. However, it is essential to keep the DWRLF Project Engineer fully informed of the need for changes and to obtain verbal concurrence whenever possible to avoid design, eligibility or payment problems later.