

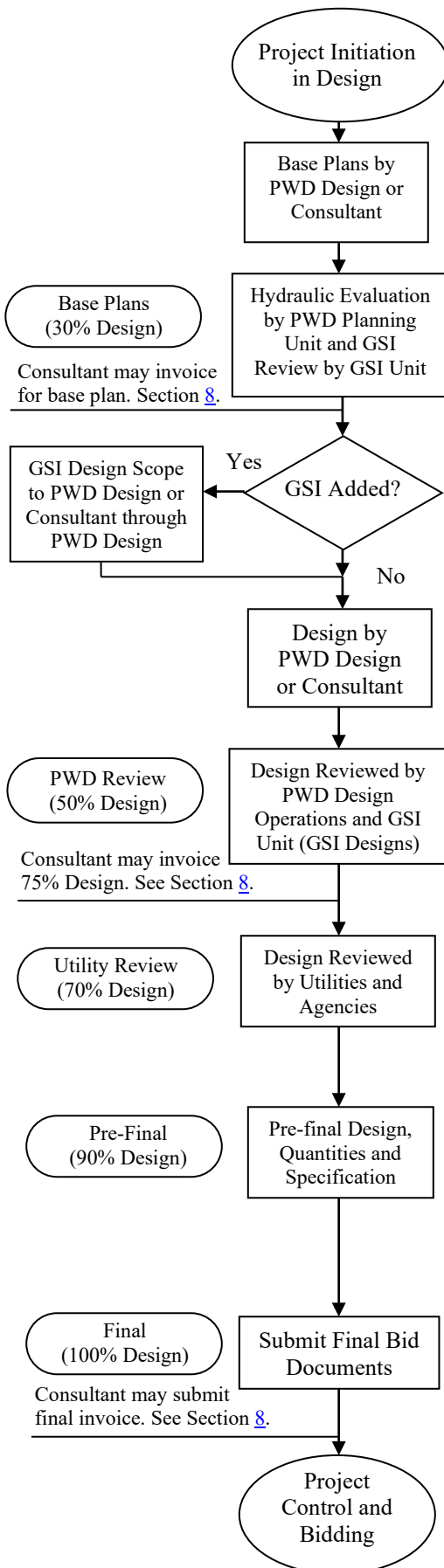
PROCEDURES

Appendix

I

- [a](#) – Water and Sewer Project Flow Chart
- [b](#) – Guidelines for Preparing Amendments

Water & Sewer Contract Progression Flow Chart



Project enters Design Branch from Planning or Operations (emergency projects). A new project number is assigned and plans are requested through PA ONE-CALL.

The base plan shows all physical features obtained by a field survey, curb and manhole elevations, all existing underground utility information, a cross section and profile of the existing sewer (sewer projects only). See Sections 2 and 3.

Completed base plan is sent to the Water/Sewer Planning Unit for hydraulic review (pipe sizing and limits of replacement). Base plans in combined sewer areas are also forwarded to the Green Stormwater Infrastructure Unit (GSI Unit) to evaluate the sustainability of green storm water infrastructure (GSI) to manage storm water on the streets.

Where GSI is deemed suitable for project site, the GSI Unit shall provide a design concept and scope of work to PWD Design for implementation on the water/sewer project. For consultant projects, the GSI concepts will be distributed by the Design Branch engineer, and a proposal for the GSI work will be submitted to Design Branch for approval.

Upon completion of hydraulic evaluations, project is returned to Design Branch or the consultant to begin the new design. The design process can vary greatly depending on the location and complexity of the job. See Sections 4 and 5.

The preliminary water/sewer/GSI design is submitted to Design, Planning, and Operations units for review and comment. After comments are addressed, the job is sent out for utility review. See Section 6. If GSI is included, borings are ordered if required.

The design plans are mailed out to all of the utility companies, city departments and other agencies that may be impacted by the work. See Section 6. For PWD in-house projects this is done using the GPIS approval system.

Upon receipt of the utility responses, the engineer reviews the design and utility comments and resolves any conflicts. The engineer then computes the quantities and writes any special specifications that may be required. Pre-final design bid package is forwarded to the Design Branch for final review. For GSI designs, a GSI design report and GreenIT entry of final design calculations shall also be prepared; these along with the GSI design plans will be forwarded to the GSI Unit by the Design Branch. Upon receiving comments from the GSI Unit, the Water/Sewer Engineering Supervisor shall issue the final approval.

The final design bid package including signed and sealed mylar drawings, specifications, estimate, utility responses, GSI design report and GreenIT report is forwarded to the Design Branch. See Section 7. For GSI designs, the Design Branch will forward final design report and GreenIT report to the GSI Unit. Design Branch applies for the highway opening permit through GPIS. The project is logged out of design and forwarded to Projects Control for bidding.

PHILADELPHIA WATER DEPARTMENT – DESIGN BRANCH**PROCEDURE FOR PREPARING AMENDMENTS TO CONTRACTS****A. DEFINITIONS**

1. Amendment: A written instrument which changes the Bidding Documents and which is issued prior to opening of bids.
2. Bidding Documents: The book of written requirements containing the Instructions to Bidders, Bid Forms, Special Specifications, Standard Contract Requirements, and any miscellaneous documents bound therewith (e.g., sketches on letter size paper, Soil Erosion and Sedimentation Control Narrative), plus the Contract and Reference Drawings.
3. Changes: Revisions, additions, deletions, clarifications of ambiguities, and resolutions of conflicts and errors.

B. COORDINATION

1. Design Branch should notify Projects Control as soon as the need for an amendment becomes apparent. They need advance warning to begin their procedures.
2. Design Branch should provide Specifications Personnel with the necessary amendment changes on paper or on compact disc (e.g. bid form quantities or items, technical or boiler plate specifications, etc.) so they can update their records and prepare the necessary amendment pages.

C. MAKING THE CHANGES

1. The two basic methods of making changes to the Bidding Documents are the Narrative Method and the Revised Page Method.
 - 1a. Narrative Method: The narrative method involves a series of instructions to the bidder, telling him/her how to alter the original Bidding Documents.
 - 1b. Revised Page Method: The revised page method involves issuing revised pages (or entire sections, or drawings) to be inserted by the bidder into the Bidding Documents in place of the original pages (or sections, or drawings).
2. Narrative Method:
 - 2a. The Narrative Method is satisfactory for making a few, small changes; extensive or numerous changes should be made by the revised page method. Where it would take longer to explain the changes than to make them, use the revised page method. The governing principle is “emphasize the changes”.
 - 2b. When using the Narrative Method, include enough of the original specification text to make each change reasonably self-explanatory. Remember, however, that the amendment must contain instructions, not explanations. The altered documents should read as original documents.

3. Revised Page Method:

- 1a. When using the Revised Page Method, make sure that each revised page is clearly marked as an amendment page.
- 1b. Make sure that each revised drawing or sketch is marked “Revised”, and dated. Do not erase anything from the original drawing; use hatching to indicate deletion.
- 1c. When changing part of a section by the Revised Page Method:
 - a. If the number of pages is reduced, insert dummy pages with the note “This Page Intentionally Blank”.
 - b. If the number of pages is increased, insert additional pages with suffixed page numbers (e.g.,..., 02660-4, 02660-4 A, 02660-5, ...).
 - c. If this approach would become confusing, replace the entire section.
4. When modifying the Bid Form, do not make partial changes (e.g., one or two quantities). Issue a revised Bid Form page or the entire Bid Form, to minimize confusion and discourage the submission of informal bids.
5. Be sure that the changes do not make some other part of the work impossible to accomplish.
6. When resolving a conflict, delete the inappropriate material; do not say that one requirement is preferred over another requirement, or should govern over another requirement.
7. Write amendment instructions in the present tense.

D. ASSEMBLING AND SUBMITTING THE AMENDMENT

1. The Construction Specifications Institute (CSI) recommends the following sequence of information within the amendment:
 - 1a. Introduction.
 - 1b. Changes to Prior Amendments.
 - 1c. Changes to Bidding Requirements:
 - a. Instruction to Bidders.
 - b. Bid Forms.
 - 1d. Changes to Special Specifications:
 - a. Changes to Supplementary Conditions.
 - b. Changes to list of Drawings and Schedules.
 - c. Changes to General Requirements Sections – in sequence.
 - d. Changes to Technical Specifications – in sequence.
 - 1e. Changes to Appendices (e.g. sketches on 8½”x 11” paper bound with the specifications).
 - 1f. Changes to Contract Drawings – in sequence.
 - 1g. Changes to Reference Drawings.
 - 1h. Amendment Acknowledgment. (See page 4 of this Appendix Ib)
 - 1i. Attachments – same order as changes.

2. At the end of the Introduction, indicate the number of pages in the amendment and list all attachments (i.e., by page numbers, section numbers and titles, titles of sketches on 8½" x 11" paper, drawing numbers and titles).
3. Use a similar numbering system for items within the amendment to permit future cross referencing.
4. Proofread the amendment carefully for typographical errors.
5. Consultants will submit the Amendment to the Water/Sewer Engineering Supervisor. Design Branch will make copies for Contract file folder and for specifications files. Design Branch will hand deliver the original to Projects Control for processing. No transmittal letter is necessary. Processing through Design Branch front office is not necessary.
6. See page 4 of this Appendix Ib for a sample Amendment Acknowledgment.

AMENDMENT ACKNOWLEDGEMENT**AMENDMENT NO. 1****Dated:****Bid No.: XXXX****Opening Date: Month/Day/Year****SAMPLE AMENDMENT****NOTICE**

It is the sole responsibility of the bidder to ensure that it has received any and all amendments and the Procurement Commissioner may in his/her sole discretion reject any bid for which all amendments have not been executed and returned.

PROPOSAL FOR

Project No. XXXXXXXXXXXXXXX

Description XXXXXXXXXXXXXXX

IS AMENDED AS FOLLOWS:

XX

Please sign, date and return this amendment with your bid as it now becomes a part of the proposal.

Firm Name (typed or printed): _____**Authorized Signature:** _____ **Title:** _____**Name (typed or printed):** _____ **Date:** _____