

CHAPTER C-6

HANDLING KNOWN CHANGES ON INVITATIONS FOR BIDS (IFBs)

1. Purpose. To minimize cost growth in construction contracts, it is essential that we critically examine the need for going with a "known change" rather than issuing an amendment to the advertised design documents and postponing the bid opening. Obviously, a competitive bid handled through the normal bidding process will be more cost effective than processing the change as a modification after award of a contract. There are circumstances, such as user requirements, adverse effect on overall project funding, Congressional limitations and requirements, expectations and directions of higher authority, and other factors peculiar to the particular project, that compel us to proceed with known changes rather than postponing the bid opening to issue an amendment.
2. Applicability. This policy applies to all elements within Engineering Division.
3. Procedures. During the advertising of construction projects, changes to the design documents result from questions from prospective bidders, late review comments, and designer revisions. These changes are normally handled by amendments; however, if they can not be addressed by an amendment mailed to the prospective bidders at less ten days prior to the bid opening, a decision has to be made as to whether to postpone the bid opening or classify them as known changes. The Project Manager will reserve funds prior to bid opening to cover the anticipated cost of the modification to incorporate known changes.

- a. In-house Designs.

On in-house designs, the EN-EP Project Engineers is responsible for insuring that all changes to the design documents are either incorporated by amendment or classified as a known change. When the Project Engineers receives late comments or bidders questions that could result in known changes, the appropriate Branch Chief(s) and Section Chief(s), the Project Engineers, and the Project Manager will meet to determine whether the bid opening date can be delayed and the impact of not incorporating the changes if the bid opening date can not be postponed. If it is determined to opt for a known change, a schedule for the completion of the modification package will be developed at this meeting. Cost Engineering Branch will provide a rough order of magnitude estimate for the proposed modification. The Chief, Engineering Division will be briefed on the outcome of this meeting.

- b. A-E Designs.

On A-E designs, the Project Manager is responsible for insuring that all changes to the design documents are either incorporated by amendment or classified as a known change. Determination of impacts to the bid opening date will be based on the A-E revising the design and not on engineers and architects in Engineering Division.