

**NOTICE TO BIDDERS**  
**LETTING OF OCTOBER 6, 2017**  
**ADDENDUM NO. 1**

This Addendum changes the terms of the Bid Proposal and/or plans associated with the project indicated below. By submitting a bid, any and all changes included in this Addendum are made a part of the contract.

**ITEM NUMBER: 1710 013**

<u>CONTRACT I.D.</u>	<u>CONTROL SECTION</u>	<u>PROJECT</u>	<u>FEDERAL NO.</u>	<u>FED. ITEM</u>
77000-129316	MCS77000	129316A	N/A	N/A

This addendum does not require FHWA approval.

Changes were requested by Local Agency Programs.

**CHANGES TO PROPOSAL OR PLANS (e-PROPOSAL)**

In this addendum, page numbers refer to the electronic proposal and/or plans (if separate) published on the MDOT e-Proposal website. ([www.michigan.gov/mdot-eprop](http://www.michigan.gov/mdot-eprop))

When instructions for additions, deletions or revisions are made to a non-bid item (e.g., progress clause, unique special provision, plan sheet detail), revised page(s) will be included in the issued Addendum and MUST be considered in developing a bid.

**CHANGES TO ELECTRONIC BID (EXPEDITE BID)**

If an electronic addendum (e.g., .001, .002, etc.) is issued to warrant changes that occur to the Schedule of Items page(s) referenced by this addendum, apply the electronic addendum to the electronic proposal (EBS proposal file). NOTE: Bids cannot be electronically submitted without applying any and all numeric type electronic addendums issued for this project item.

Acknowledge any and all addendums (both alpha and numeric type) in the Addendum Acknowledgement folder prior to submitting the electronic bid.

**FAILURE TO CARRY OUT THE INSTRUCTIONS IN THIS ADDENDUM MAY RESULT IN THE REJECTION OF YOUR BID.**

Lansing, Michigan  
9/12/2017

Kirk T. Steudle, Director  
Michigan Department Of Transportation

CC: Barry, Timothy  
Innis, Craig



# MDOT - Notice to Bidders-Addendum

Contract ID: 77000-129316

Letting of: October 6, 2017

Addendum No. 1

## Description of Changes:

### Proposal

- 1) **Add** pages 101A through 101C, titled "SPECIAL PROVISION FOR CONSTRUCTION DOCUMENT MANAGMENT".

MICHIGAN  
DEPARTMENT OF TRANSPORTATION  
  
SPECIAL PROVISION  
FOR  
**CONSTRUCTION DOCUMENT MANAGEMENT**

CFS:CF

1 of 3

APPR:JJG:DBP:09-09-14  
FHWA:APPR: 09-22-14

**a. Description.** This work consists of providing all materials, labor, and equipment necessary to meet MDOT's construction document management (CDM) system process. Submit all project documentation for this contract in electronic format and place it in MDOT's CDM system, unless otherwise noted in this special provision. No paper documents, faxes, e-mails or other methods/media are permitted except as allowed by this special provision or specifically approved by the Engineer. The Contractor is responsible for keeping all information in the CDM system up to date throughout the execution of the contract.

**b. Digitally Encrypted Electronic Signatures.** All documents utilized on the project that require signature authorizations must be signed using a validated by MDOT digitally encrypted electronic signature. Submit digitally encrypted signatures using Form 5600, Contractor Statement of Digital Electronic Signature Validation, to the Engineer for validation. A database will retain the Contractor's unique public key embedded into all digital electronic signatures. If the approved validated signature file becomes unusable due to password or computer failures, loss of signature file, or other similar reason the Contractor is required to submit a new Form 5600 for the new digital signature.

Scanned signatures, retail point of sale scribble capture, cursive fonts or other non-conforming signatures are prohibited. All digitally encrypted signatures must meet the legal requirements of the Federal e-Sign Act of June 30, 2000 and use Public-Key Cryptography Standards (PKCS) #12 encryption. The signature must be embedded into documents digitally by the unique user signing the document and must not require the use of a third party website, pay service or other proprietary software to view or authenticate. Many different software/applications use standard PKCS #12 digitally encrypted electronic signatures.

All fillable forms must retain the ability to be fillable upon submission to the Engineer. Submitted documents are not to be locked (changes not permitted) when placing a digitally encrypted signature. Software tracks changes to documents and this information is captured as part of each individual document. Locked documents do not allow additional processing (information entry) by the Engineer and all locked documents will be returned to the Contractor for resubmission.

Additional digitally encrypted electronic signature information can be found at the following link:

<https://mdotwiki.state.mi.us/construction/index.php/E-Signature>

Failure to submit documents utilizing valid digitally encrypted signatures will result in the documents being rejected by the Engineer and returned to the Contractor. No payment will be made for any affected work items until all required documents are received with validated digitally encrypted signatures.

**c. Contractor Access to MDOT's Construction Document Management System (ProjectWise).** The Contractor must use the Department's current CDM system (ProjectWise). ProjectWise access is available at no cost to all contractors, suppliers and other vendors associated with the project. ProjectWise access is granted in two ways, a web based access portal or full version of the software installed on a company's computer. User account setup, installation details, and access to ProjectWise may be requested by sending an e-mail request to: [MDOT-ProjectWiseConst@michigan.gov](mailto:MDOT-ProjectWiseConst@michigan.gov)

**d. Contractor Authorized Requestors.** The Contractor must designate two authorized requestors at the preconstruction meeting. The authorized requestors are:

1. The only individuals that can request the Engineer to provide or withdraw ProjectWise access for this contract.
2. Responsible to designate contract roles in ProjectWise (submitter or read only).
3. Responsible for promptly notifying the Engineer of any ProjectWise user access changes for this contract.

**e. Training.** Additional documentation and training for CDM system processes and details of scheduled classes and methods for requesting training are available at the following website:

<http://www.michigan.gov/mdotprojectwisetraining>

**f. Technical Issue Resolution.** Upon discovery of a ProjectWise access issue the Contractor must immediately notify the Engineer and submit a notice to the e-mail resource [MDOT-ProjectWiseConst@michigan.gov](mailto:MDOT-ProjectWiseConst@michigan.gov).

**g. Document Format.** The Engineer may reject documents that are deemed to be unsuitable. This includes documents submitted that are illegible, unreadable, locked, etc. The Contractor must re-submit the corrected documents via ProjectWise. Failure to address rejected documents may delay progress payments.

The Contractor must use the document naming conventions as described in the Department's Construction Manual under the heading "Construction Documentation Standard Naming Conventions for e-Construction". This section is maintained at the following website:

<https://mdotwiki.state.mi.us/construction/index.php/E-Construction>

**h. Document Workflows.** Electronic review/approval of documents will be accomplished through ProjectWise workflows and e-mail notifications. A workflow is an ordered group of milestones, or states, through which a document passes on its way to completion.

Documents placed in the ProjectWise Contractor In Box folders will initially have a state of "Pending." While in the Pending state the Contractor is able to modify or delete the document. Once the Contractor has finalized the document they must change the state from "Pending" to "Submitted." Once the document is in the "Submitted" state the Contractor will no longer be able to modify or delete the document.

The Contractor must complete the following actions:

- Upload all documents into the corresponding Contractor In Box folder.
- Change the state of the document.
- Send an e-mail to the Engineer, or their approved representative, providing notification that there are new documents submitted.

Place all required documents in the appropriate ProjectWise folder as listed below.

1. Contract Modifications. This folder contains contract modifications added by the Engineer for signature by the Contractor.

2. Correspondence. This folder contains all Contractor submitted documents not specifically listed below.

3. Materials. This folder contains all documents pertaining to the certification and approval of contract materials as defined in section 105 of the Standard Specifications for Construction. Combining of multiple material certification documents into one large single electronic file may cause delays in material acceptance and progress payments.

4. Payrolls. This folder contains all documents related to prevailing wage. Certified payrolls are not to include full social security numbers. Submission of any documents with full social security numbers is not permitted and these documents will be rejected and may result in delayed progress payments.

5. Shop Drawings. This folder contains shop drawings submitted by the Contractor.

6. Sub-Contractor In Box. This folder contains all documents submitted by subcontractors, suppliers, and any other companies associated with the Contractor or their subcontractors. The Contractor must review each document prior to submittal in ProjectWise.

The Engineer will review all documents added to these folders and move them to the appropriate document folder for further review, processing, or records storage.

Furnish paper bills of lading/delivery tickets to the Engineer on the jobsite. This exception to electronic document submittal is a requirement for any item of work or material that is paid based on weight or shipping volume. Scanning of other manifests, seed tickets, or delivery confirmations will be as directed by the Engineer.

**I. File/Document Retention.** The electronic files stored in ProjectWise are the official project documentation and will be retained per the current document retention schedule.

**J. Measurement and Payment.** The work included in this special provision will not be paid for separately and is considered to be included in other items of work.