

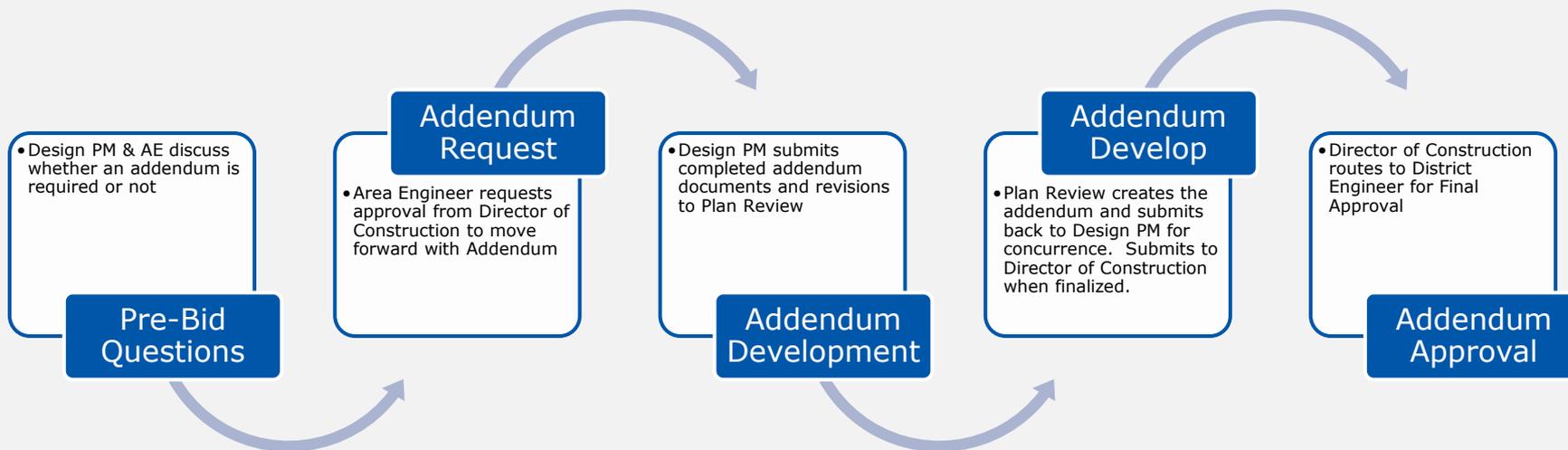


March 31, 2025

Addendum Request Document Requirements

San Antonio District (March 2025)

SAT District Addendum Process



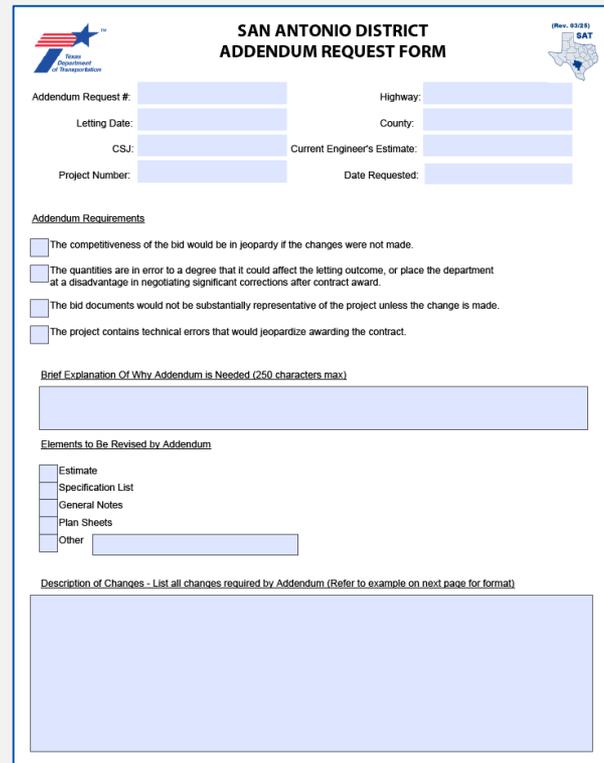
Addendum Package

Required Documents

- SAT Addendum Request Form
- Estimate Change Log
- Redlined Estimate
- Updated Plan Sheets

SAT Addendum Request Form

- **Ensure all project information entered is accurate**
- **Description of Changes**
 - Break out the changes required for Estimate, Specifications, General Notes, Plan Sheets
 - Use the example provided for format
- **File Location**
 - <https://www.txdot.gov/about/districts/san-antonio-district/standards-forms.html>



The screenshot shows the "SAN ANTONIO DISTRICT ADDENDUM REQUEST FORM" with the Texas Department of Transportation logo and a map of Texas. The form includes several input fields for project details and a section for describing changes.

**SAN ANTONIO DISTRICT
ADDENDUM REQUEST FORM**

(Rev. 6/28) SAT

Addendum Request #: Highway:

Letting Date: County:

CSJ: Current Engineer's Estimate:

Project Number: Date Requested:

Addendum Requirements

The competitiveness of the bid would be in jeopardy if the changes were not made.

The quantities are in error to a degree that it could affect the letting outcome, or place the department at a disadvantage in negotiating significant corrections after contract award.

The bid documents would not be substantially representative of the project unless the change is made.

The project contains technical errors that would jeopardize awarding the contract.

Brief Explanation Of Why Addendum is Needed (250 characters max)

Elements to Be Revised by Addendum

Estimate

Specification List

General Notes

Plan Sheets

Other

Description of Changes - List all changes required by Addendum (Refer to example on next page for format)

Estimate Change Log (v5.3)

- **All revisions must match the Redlined Estimate**
- **Request Tabs**
 - Use one tab for each Request (in the case of multiple Addendums for a project)
- **File Location**
 - <https://crossroads/divisions/des/sections/final-pse-processing/addendum-request-approval-and-processing.html>

Estimate Change Log - Please fill in data in all yellow boxes, and under all yellow columns						Re-evaluation Needed:		Data Missing	
CSJ				SEQUENCE #			Estimated Total Cost of Bid Items at release of proposal:		
PROJECT NUMBER				GOAL TYPE	<input type="checkbox"/> DBE	<input type="checkbox"/> SBE	Request 1 - Revised Estimated Total Bid Items: \$ (50.00)		
COUNTY				%			Request 1 - Net value total of changes: \$ (50.00)		
							Request 1 - Absolute value total of changes: \$ 50.00		
ITEM NO	DESC CODE	DESCRIPTION	UNIT	ORIGINAL QUANTITY	ORIGINAL UNIT PRICE	REVISED QUANTITY	REVISED UNIT PRICE	[Quantity Difference]	[Cost Difference] (absolute value)
132	7001	EMBANK (FNL) (OC) (TY A)	CY	1.000	\$ 50.000	60.000		59,000	\$ 50,000
								-	\$ -
								-	\$ -
								-	\$ -
								-	\$ -

Redlined Estimate

- Use the ***Latest and Final Estimate*** that was submitted as part of the final ePS&E package to DES
 - The SAT District Plan Reviewer can provide this to you if you do not have it.
- **Do not try to make any revisions in TxDOTConnect**

0142-04-052 NBI 151330014204194						
400	7010	CEM STABIL BKFL	CY Cubic Yard	118	\$161.76	\$19,087.68
450	7030	RAIL (TY C1W)	LF Linear Feet	104.17	\$227.24 279.37	\$23,671.59
462	7013	CONC BOX CULV (6 FT X 5 FT)	LF Linear Feet	91.72 73	\$654.59	\$47,785.07

Revised or Added Plan Sheets

- Do **not** cloud Addendum revisions
- File Names must **exactly** match the original plan submittal file name
- Place the callout next to or above the Title Block
 -  REVISED MM/DD/YYYY
 -  ADDED MM/DD/YYYY
- Use the same Addendum date on all documents

For Revised Sheets:



 Texas Department of Transportation
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US 90
PLAN LAYOUT
 SHEET 2 OF 2
 FEDERAL AID PROJECT SHEET NO.
 6 6B
 STATE DIST. COUNTY
 TEXAS SAT BEXAR
 CONTRACT NO. JOB NUMBER NO.
 0024 07 063 US 90

 REVISED 7/25/2021

For New Sheets:



 Texas Department of Transportation
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US 90
INTERIOR BENT 2
AESTHETIC DETAILS
 US 90 WB TA AT MONTGOMERY ROAD
 SHEET 1 OF 2
 FEDERAL AID PROJECT SHEET NO.
 6 88A
 STATE DIST. COUNTY
 TEXAS SAT BEXAR
 CONTRACT NO. JOB NUMBER NO.
 0024 07 063 US 90

 ADDED 7/25/2021