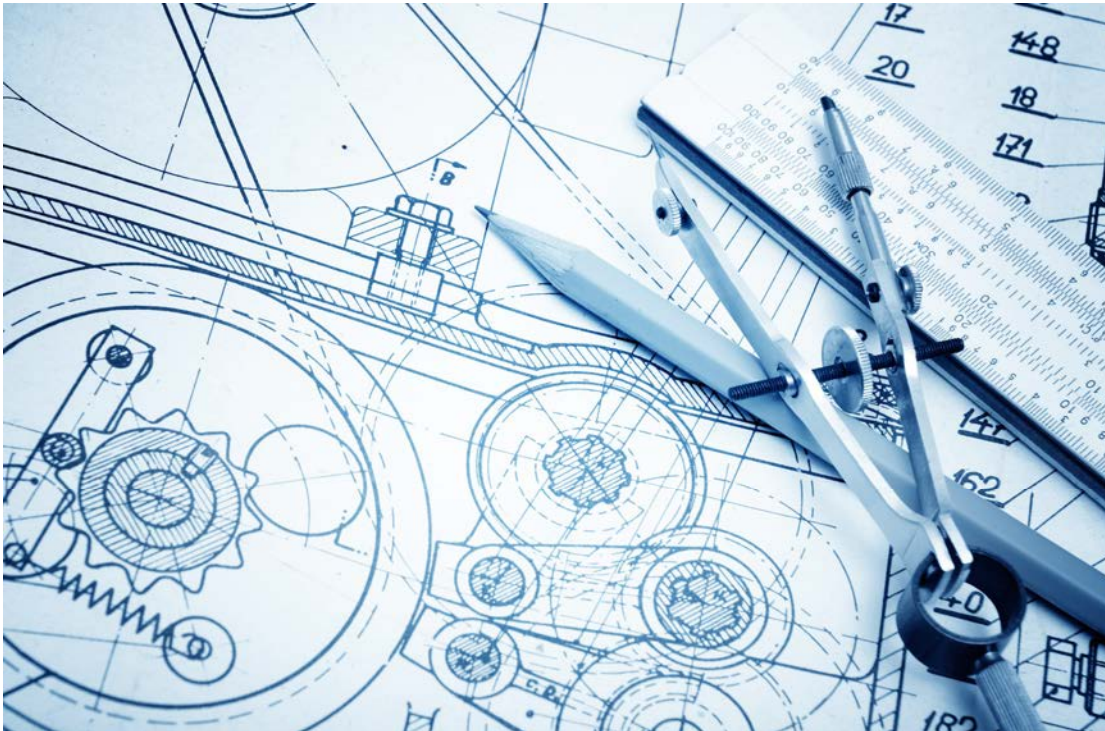




**US Army Corps
of Engineers®**

ARCHITECT-ENGINEER GUIDE AMENDMENT SOP SACRAMENTO DISTRICT USACE



How to Process Amendments on a SI Job (SPK)

Notification of Amendment

1. Ask the Tech Lead or Project Manager for:
 - a. Solicitation number.
 - b. Amendment number (Tech Lead or Project Manager will obtain this from the Contracting Officer)
 - c. Is there an SF-30 (Amendment of Solicitation/ Modification of Contract)?

Before Making Revisions to Specification(s) for an Amendment

1. Create a backup of the pre-amended SpecsIntact (SI) job folder in case there is an error created during the Amendment process:
 - a. Within Windows Explorer, compress the SI job folder to a Zip folder.
 - i. This can also be done by right clicking the Job folder in the SI Explorer and selecting Backup and Restore. In the Backup Jobs tab, in the Backup to field, put in the location you would like the zip file to be generated in.
2. Execute Revisions prior to editing Specifications resulting in clean .SEC files which no longer show signs of mark-ups:
 - a. In the SI Explorer, right click the Job folder and select “Execute Revisions...” followed by OK. Executing Revisions finalizes edits by incorporating the added text into the Section and permanently deleting all redlined text. Added text is identified with underscoring and the addition tags, “<ADD>” and “</ADD>”. Whereas text (or tables) deleted, or Redlined, is identified with overstriking and delete tags, “” and “”. Please note, when this command is used, the changes are permanent and cannot be reversed with the [Undo](#) command.
3. In the SI Explorer, right click the Job folder and select “Properties...”, scroll down to the Comments tab.
 - a. In the Comments tab, type that you backed up the job and executed revisions for the Amendment, noting the Amendment number from the Government.

Creating the Specification Amendment

1. Adjust formatting in SI:
 - a. Open a Section:
 - i. Click Format tab > Fonts...> Tag Name > scroll down to “Deletion”.
 1. Under Styles choices, ensure “StrikeThrough” checkbox is checked.
 - ii. Click Format tab > Fonts...> Tag Name > scroll down to “Addition” >
 1. Under Styles choices > click “Bold” and “Italic” checkboxes and unclick “Underline” checkbox.
2. NOTE: DO NOT make any changes to the Tailoring Options when attempting to delete text: if text needs to be deleted, just delete the text as normal in the Section.
3. Make necessary edits to the Specifications, for the Amendment.

4. Submittals:
 - a. Submittal Items:
 - i. If an addition, deletion, or edit of a submittal item occurs: A new 'submittal register' will need to be published and included in the Amendment.
 - b. Submittal Descriptions (SD):
 - i. If any submittal items were added to the Specifications, that were not part of a previously used SD, add the applicable SD back into Section 01 33 00 SUBMITTAL PROCEDURES and include the Section in the Amendment.
 - ii. Note: For Design Build projects, keep all SDs.
 - c. Note: If an entire Specification Section is added or deleted be sure to account for items a & b above.
5. Check Section 01 42 00 SOURCES FOR REFERENCE PUBLICATION if a reference was added or removed from a Section: Include Section 01 42 00 in the Amendment, if the edit resulted in a change.
6. Save the edits.
7. Within the SI Explorer, right click the job folder and select Properties
 - a. In the Schedule tab, in "Review Status / Amendment Level" type AM000#, (replace # with the appropriate digit. When more than one digit is necessary, begin replacing the preceding zeros).
8. Process and Print/Publish job to check for clear Verification Reports:
 - i. Right click the Job folder and select "Process and Print/Publish job".
 - ii. Under Sections tab, under "Select Sections" box, ensure "All Sections" is selected.
 1. Note: For Design Build projects, under Sections tab, under the "Reconcile" box, ensure the "Submittals" box is unchecked to allow all SDs to print.
 - iii. Under Reports Tab: Select applicable Reports
 - iv. In the Options tab, under the "Show" box ensure only "Revisions" box is checked and leave "Units of measure" as "English".
 - v. Under the Header/Footer tab, under the "Footer" box, in the "Second footer line (left, center, right)" in the far-right box, type: Amendment 000#
 - vi. On the PDF Publish tab:
 1. Under "PDF Documents"
 - a. Ensure "Save copies to PDF subfolder:" is checked and input the "AM000#" in the text field.
 - b. Ensure "Bookmark Sections" box is checked.
 - i. Ensure one box is checked for Section number preferences.
 - c. Ensure "Combine processed Sections into one PDF document (publish.pdf)" box is checked.
 - d. Ensure "Create a separate PDF file for the Project table of contents" box is checked.
 - vii. Click the "Save Settings" button to retain above setting for Amendment publishing.

- viii. Last, Click the “Process & Publish” button.
 - b. If all appropriate Verification Reports are clear, proceed. If not clear, correct.
- 9. Process and Print/Publish job to create the Specification Amendment PDF:
 - a. Right click the Job folder and select “Process and Print/Publish”.
 - b. Under Sections Tab, under “Select Sections” box, ensure “Some Sections” is selected and select only the Sections that were edited.
 - c. Click the “Process & Publish” button.

Project Table of Contents

- 1. Edit the TOC from the original solicitation to show additions/deletions when:
 - a. A whole Spec Section was added or removed,
 - b. Drawing Sheets were added or removed, including As-Built, or
 - c. An Appendix was added or removed
- 2. Edit Project Table of Contents PDF:
 - a. Utilize the clean Project Table of Contents from the preceding submittal
 - i. Example: For Amendment 0001 utilize the Solicitation Project Table of Contents and for Amendment 0002 utilize a clean and unmarked Project Table of Contents from Amendment 0001 Project Table of Contents.
 - b. **Bold & italicize** additions and ~~striketrough~~ deletions, in the TOC by editing the PDF.

Compilation (Only include items that are applicable to the Amendment)

- 1. Cover Sheet:
 - a. Use the CESPCK template located at the end of this document, as the coversheet.
 - b. Place a copy of the coversheet in the Amendment folder for editing.
 - c. Follow editing instructions on the template.
 - d. Once completed. PDF for compilation.
- 2. Table of Contents (TOC), if applicable.
- 3. Specification(s):
 - a. Use the PUBLISH file from SpecsIntact.
- 4. Drawings:
 - a. Ensure bottom right states “AM000#”, Amendment border is filled out, and verify AM numbers match the Specs AM number. Make sure the summary of revisions for drawings matches the drawing sheets provided.
 - b. As-Built
- 5. Appendices
- 6. Price / Bid Schedule

 [JOB TITLE] Use the title provided from the Government.

AMENDMENT [000#] To ensure an accurate amendment number, obtain from Government.

DATE: [MMM DD, YYYY]

SUMMARY:

A) TABLE OF CONTENTS

B) SPECIFICATION [spec number]:

- 1) Replaced entire Section [01 20 00] list each section that was updated. Note: even if a minor change took place in a Section, the wording "Replaced entire Section..." is still used.
- 2) Replaced entire Section 01 42 00 If any reference publications are added or removed, this section will need to be replaced.
- 3) Added/Deleted/Replaced Attachment: XXXX If any attachments are added, deleted, or replaced in the changes.
- 4) Submittal Register If any submittals were edited (designations, titles), deleted or added (including when a new Section is added or if a Section is removed), then a new submittal register is required.

C) DRAWINGS:

- 1) List all the drawings that are revised by the Sheet ID.

D) APPENDICES

E) PRICING SCHEDULE

- 1) Sometimes called Bidding Schedule. If price schedule is edited, it also must be updated in Section 01 20 00. Therefore, Section 01 20 00 would need to be included in the Amendment.