

Kansas Department of Transportation
BUREAU OF LOCAL PROJECTS

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MEMO TO: David Ley P.E., City Engineer
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City of Olathe

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City of Overland Park

Ron Freyermuth, Director of Public Works
City of Shawnee

Jim Armour P.E., City Engineer
City of Wichita

FROM: Adam Pritchard P.E., Project Development Engineer *AMP*
Bureau of Local Projects

DATE: June 17, 2010

RE: Prior Approval for Addendum

This is a reminder to all cities administering their own federal-aid projects that all addenda must be submitted to our bureau for prior approval before being distributed to potential bidders. In order to continue with the letting procedures and maintain eligibility for federal funding, the city must send any addenda to our office for approval prior to the letting date. To clarify, when the Authority to Advertise is sent to the city, the plans and contract are being approved as submitted. When addenda are made, this then voids the approval our office has given the city because the plans or contract have been altered. We must receive these in a timely manner so that the changes being made can be approved by our staff. If the city was to let a project without prior approval of addenda, then the city may risk losing federal eligibility.

I ask that you please share this with all of your project managers in order that everyone is aware of this requirement.

If you have any questions, please feel free to email me at adamp@ksdot.org or call me at 785-296-3934.

AMP