



QUICK REFERENCE GUIDE:

## 6.2 Addenda for CMGC and Design Build

### Background:

Since electronic bidding is not offered for CMGC/DB proposals, there is no need to create the ebsx addenda files from AWP. You only need to create the cover sheet to combine with your addendum and upload as a PDF to the Bid Express proposal.

### Roles:

Letting User

### Navigation:

Proposal Overview

1. Create the addendum record in AWP. See QRG – *Creating and Managing Addenda*.
  - a. You do not need to open your AWP addendum, just approve it.
  - b. Generate the Addendum Cover Page from AWP.
  - c. Upload your Addendum PDF to Bid Express.
2. Notify Planholders. See QRG – *Creating Notice to Bidders*.

### Next Steps:

See QRG – *Processing Low Bid for CMGC/DB Projects*.