

# ***Do I still need to distribute hard copies of Supplemental Agreements?***

Previously, the Resident Engineer approved and distributed some supplemental agreements while the Construction Unit approved and distributed other supplemental agreements. How are supplemental agreements that are approved through HiCAMS distributed?

## **USER PROCEDURES:**

The internal approval of supplemental agreements will be made electronically and the Form 880 has been revised to allow only two signatures, the Resident Engineer's and the Contractor's. Electronic approval will allow internal approval to be made expeditiously and prior to submission of the supplemental agreement to the contractor. When required, FHWA concurrence is granted by the appropriate Federal Highway Administrator.

After approval of the Supplemental Agreement by the Department (and FHWA), the Resident Engineer should submit a copy of the supplemental agreement to the contractor for his concurrence. After the Contractor executes the agreement, the Resident Engineer will sign the agreement, **forward the original approved supplemental agreement to the State Construction Engineer**, and distribute copies of the agreement to the Contractor.

Additionally, the signed Supplemental Agreement, including the WBS element breakdown "Page 3", must be scanned into SAP for the Fiscal Section's approval.

Since hard copies of supplemental agreements will not be distributed to most parties, it is important that all requirements be included in the agreement or incorporated by reference. Electronic copies of many standard contract provisions can be obtained from the Design Services web site or from the Contract Officer. When requirements cannot be incorporated into the electronic copy of the agreement, a copy of those requirements should be attached to the original, Resident Engineer's, and Contractor's copies. When material requirements are not included in the electronic supplemental agreement, a hard copy of the agreement and material requirements should be forwarded to the State Materials Engineer.

Additional information is contained in Steven D. DeWitt's letter dated August 18, 2000 entitled "Supplemental Agreements"

For additional information about this topic, please contact the Construction Unit at 919-707-2400.

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*Updated phone number 1 December 2011*