



March 10, 1998

THIS MEMO HAS EXPIRED

MEMORANDUM

TO: DISTRICT CONSTRUCTION ENGINEERS

FROM: C. W. Goodman, Construction Engineer *CW Goodman*

COPIES: J. B. Lairscey, Bill Deyo, Carlos Bonilla,
John Shriner, Tom C. Aldridge, Billy L. Hattaway,
Lex Chance, Jerry Potter, Juanita Moore,
Frank T. Sullivan

SUBJECT: SEALED CONTRACT PLANS SET *15-98*

In his memo of May 28, 1997, Bill Deyo instructed Design to produce sealed Contract Plans for use by Construction. Starting with projects let on December 1997, only sealed Contract Plans (not copies of the sealed plans) will be used by Construction to record plan revisions. Chapter 7, Section 3, the CPAM requires that any and all revisions made to the project must be reflected on these plans, and that the sheets on which the revisions are made shall be sealed. In specific, Article B.3 (c), Chapter 7, Section 3, CPAM reads: "If any substantial change (revision) is made to the project during construction, the change must be reflected by black ink revision on the proper sheet of the Contract Set of Plans. If a new plan sheet is inserted after an old sheet, the original plan sheet should be marked "void"."

Upon a contract award, Plans Processing in Central Office will mail the Contract Plans Set to District Construction. This sealed plans set will be appended with sealed revisions and become the Final Plans Set once construction is complete, as described in the CPAM.

Mr. Deyo's memo also directs District Construction to send the Final Plans Set to District Final Estimates for processing the final payout. He instructed the affected offices to revise the respective procedure. The CPAM and the Field Standards for Final Estimates will be revised to include above changes.

Since the December 1997 Letting, Design has been mailing only sealed Contract Plans Sets to District Construction. Please insure that starting with December let projects (mostly those starting construction on March 1998) the sealed set is used by Field Offices as the "Official" set to record revisions.

If you have any questions, please advise.

CWG/mw