Revisions

1) The Revision process is outlined in Chapter 132 of the FDOT Design Manual (FDM).
   *****Please notify/coordinate with D5-SpecPhase once it has been determined a revision is needed.*****
2) The FDOT Project Manager (PM) is responsible for preparing the revision package, including proper completion of the revision memo (with required signatures) and submittal using the PSEE PS&E module. The FDOT PM must submit the draft revision package to D5-SpecPhase for review, ***prior*** to obtaining signatures and submitting the final Revision package. (Both Specs and Estimates must approve the format and content of the revision package, prior to requesting signatures. The PM will receive an email stating, "PS&E recommends moving forward with obtaining signatures," after all PS&E comments have been addressed.)

   Revision package should include:
   - Revision Memo
     i. See attached ***Form 131-C***, modified for District 5
     ii. Verify that the information matches on the Revision Memo, Plans, and EQ Report (including dates and descriptions)
   - Plans (only revised sheets)
   - Supplemental Specification package (if applicable)
   - Estimated Quantities Report (EQ Report)
3) After Specs and Estimates has approved the revision package (and the District PS&E Engineer or her designee has sent an email stating the recommendation to move forward with obtaining signatures), the FDOT PM is responsible for obtaining signatures on the Revision Memo, per the following requirements:
   - Signatures should be obtained ***digitally***, in the following order, by sending a DocuSign envelope to the required reviewers (reference DocuSign tutorial – Sending Envelopes):

     District PS&E Engineer signature (in her absence, District Estimates Manager)

     District Design Engineer signature (in his absence, District Roadway Design Engineer)

     District Director of Transportation Development signature (in his absence, District Director of Transportation Operations before other delegates)

     District Secretary signature (if within 15 business days of the letting)
   - Each DocuSign envelope must include:
     i. Subject (recommend use of the D5 Email Subject Standardization Guidance)
     For example:
     Please DocuSign: 654321-2 I-5 Widening from SR 123 to SR 567: Revision 1
     ii. Summary of what caused the revision and what is contained in the revision
   - Direct link to a copy of the Revision package
   - Signatures are not required for Mandatory revisions
   - Central Office approval is required (Director, Office of Design), if a revision is anticipated to be issued within 5 business days of the letting. **Please coordinate through the District Design Engineer** on requesting this approval. Approvals for a revision within 5 business days of the letting are rare.
4) The FDOT PM will notify D5-SpecPhase, when the signed Revision Memo is complete, and upload the memo into the PSEE PS&E module under Supporting Documents
5) If pay items are affected, access to AASHTOWare Project Preconstruction (PrP, formerly Trnsport) will be requested from Contracts by District Estimates (after all required signatures have been obtained); so that PrP changes can be made by District Estimates. The Project Edit Report will be sent to the PM/EOR for review and confirmation that the AASHTOware estimate matches the Plans and EQ Report.
6) District PS&E will transmit the revision, after all comments have been resolved and the final Revision Package has been uploaded into the PSEE PS&E module

Form 131-C
(mod D5 7/23)

REVISION MEMO

___ of ___

DATE: _____
TO: Final Plans (CO-FINALPLANS)

FROM: _____, Project Manager

COPIES: DDE, DCPME

SUBJECT: **Revision Number** _____ - Letting (mo./yr.) _____

Financial Project ID _____ (Lead number only)

Proposal/Contract ID _____

Federal Funds: ☐No ☐Yes Federal Aid No. _____

County _____ State Road No._____

Mandatory Only: ☐No ☐Yes (*If Yes, Signatures Not Required.)

I have reviewed for effects on the Specifications Package and a package revision **is** ☐ **is not** ☐ required. *Approved By: _____ Date:_____
Signature of District Specifications Engineer

*Concurred by: _____ Date: _____
Signature of District Design Engineer or Designee

*Concurred by: _____ Date: _____
Signature of Director of Transportation Development or Designee

If Projects of Division Interest,
*Authorized By: _____ Date: _____
Print Name of FHWA Engineer

REVISIONS RECEIVED IN THE FINAL PLANS OFFICE WITHIN 15 WORK DAYS OF THE LETTING MUST BE APPROVED BY THE DISTRICT SECRETARY.

NO REVISIONS ALLOWED WITHIN 5 WORK DAYS OF THE LETTING WITHOUT APPROVAL.

*Approved By: _____ Date:_____
Signature of District Secretary

☐ SUPPLEMENTAL SPECIFICATIONS PACKAGE NUMBER _____(_____Pages).

☐ REISSUED SPECIFICATIONS PACKAGE _____ (_____Pages).

☐ PLANS REVISION NUMBER _____ (_____Sheets).

☐ ESTIMATED QUANTITIES REPORT

CONTRACT TIME REVISED: ☐ No ☐ Yes(If yes, _____ Total Calendar Days)

Form 131-C

___ of ___

DATE: _____

Financial Project ID _____ (Lead number only)

Proposal/Contract ID _____

SUPPLEMENTAL SPECIFICATIONS PACKAGE NUMBER _____

Sheet No(s).	Rev. Date	Description

Summary of Quantities

Pay Item	Sheet No.	Add. / Del. / Rev.	Old Quantity	New Quantity

DATE: _____ ___ of ___

Financial Project ID _____ (Lead number only)

Proposal/Contract ID _____

PLANS REVISION NUMBER _____

Sheet No(s).	Rev. Date	Description

DATE: _____ ___ of ___

Financial Project ID _____ (Lead number only)

Proposal/Contract ID _____

PLANS REVISION NUMBER _____

Sheet No(s).	Rev. Date	Description

DATE: _____ ___ of ___

Financial Project ID _____ (Lead number only)

Proposal/Contract ID _____

PLANS REVISION NUMBER _____

Sheet No(s).	Rev. Date	Description