

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)
