

- 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. Use **Form 131-C, modified for District 5** available at: [D5 Pre-Spec Meeting to Letting \(fdot.gov\)](#)
 - ii. Verify that the information matches on the Revision Memo, Plans, and EQ Report (including dates and descriptions)
 - Plans (only revised sheets) and associated CADD files
 - 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:
 - 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
 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 Package, after all comments have been resolved and the final Revision Package has been uploaded into the PSEE PS&E module