



Florida Department of Transportation

RICK SCOTT
GOVERNOR


605 Suwannee Street
Tallahassee, FL 32399-0450

ANANTH PRASAD
SECRETARY

ROADWAY DESIGN BULLETIN 13-07

DATE: May 28, 2013

TO: District Directors of Transportation Development, District Design Engineers, District Consultant Project Management Engineers, District Directors of Transportation Operations, District Construction Engineers, District Program Management Engineers/Administrators

FROM: Michael Shepard, P. E., State Roadway Design Engineer 

COPIES: Brian Blanchard, Tom Byron, Duane Brautigam, David Sadler, Tim Lattner, Mark Wilson, Bruce Dana, John Krause, Monica Gourdine (FHWA), Trey Tillander, Kurt Lieblong, Juanita Moore

SUBJECT: District Mandatory Specifications Revisions Process

REQUIREMENTS

1. In the Glossary of the *Plans Preparation Manual, Volume 1, Section 20.2*, replace the definition of **REVISIONS** with the following:

Revisions are modifications to the PS&E Package/Bid set after it has been accepted by Central Office Project Review. After authorization to advertise, the Contracts Office processes the revisions as addenda.

- Revision Memos require the Director of Transportation Development's (or designee) signature, except for Mandatory Specification Revisions.
- Revision Memos between 15 working days and 5 working days prior to the letting also require the District Secretary's signature, except for Mandatory Specification Revisions.
- Revisions within 5 working days of the letting are not allowed without final approval from the Director, Office of Design. These will be rare occurrences and will be evaluated on a project by project basis.

2. Add the following paragraph to the *Plans Preparation Manual, Volume 1, Section 20.4* as item 11:

Mandatory Specification Revisions issued from Central Office will be processed by Supplemental Specifications Package. Signatures are not required on the Revision Memo for Mandatory Specification Revisions unless other Revisions are included with the package.

3. Replace *Plans Preparation Manual, Volume 1, Figure 20.2 District Revisions* with attached Figure 20.2.
4. Replace *Plans Preparation Manual, Volume 1, Exhibit 20-C Revision Memo Sheets 1 and 3 of 6* with the attached revised sheets. The Revision Memo can be found at the following link:

<http://www.dot.state.fl.us/rddesign/PPMManual/NForms/PPMForm.shtm>

BACKGROUND

Mandatory Specification Revisions are required due to changes in Federal Regulations, State Statutes, or Rules; safety improvements; or technological changes and must be implemented statewide on a time critical schedule. These revisions are issued by Central Office and are approved by the Directors of the Offices of Design and Construction. Mandatory Specification Revisions typically affect multiple projects in multiple Districts within a current letting month. While supplemental specification packages will be required, the process of obtaining approval signatures for each Revision Memo is unnecessary. Removing unnecessary District approvals allows these critical specification changes to be implemented in projects quicker and more efficiently. The Revision Memo will still be required for each revised supplemental specifications package.

IMPLEMENTATION

This supplements current policy.

CONTACT

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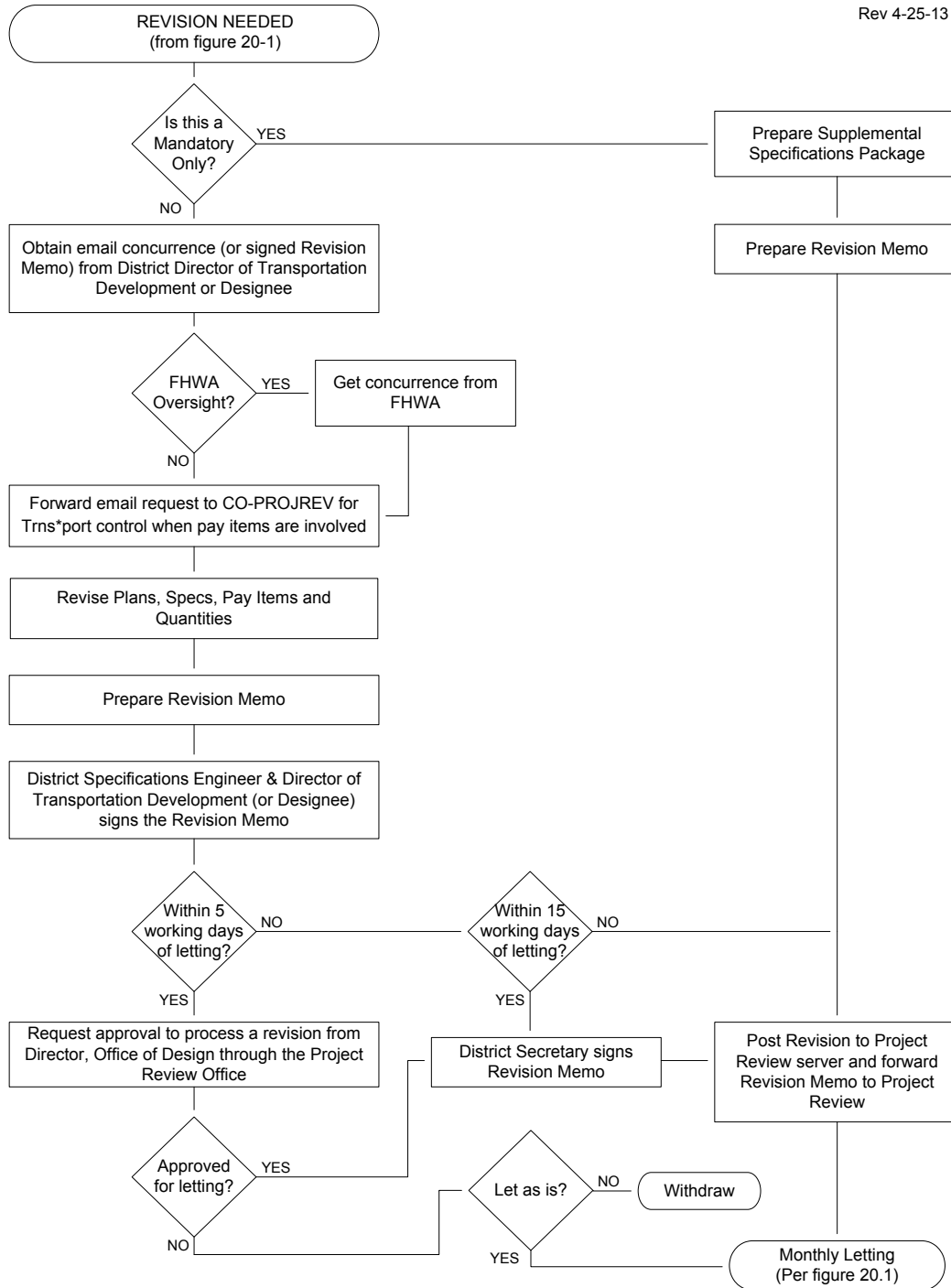
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Attachments:

Figure 20.2 District Revisions
Exhibit 20-C Revision Memo Sheets 1 and 3

Figure 20.2 District Revisions

Rev 4-25-13



**Exhibit 20-C Revision Memo
Sheet 1 of 6**

DATE: _____ 1 of ____
TO: Project Review (CO-PROJREV)
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.)

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

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

If FA Oversight, *Authorized By: _____ Date: _____
Print Name of FHWA Engineer

REVISIONS RECEIVED IN THE PROJECT REVIEW 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):

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

Exhibit 20-C Revision Memo, Sheet 3 of 6

REMINDER

PROCESS:

1. Fill out headings.
2. Mandatory Only revisions must not have other revisions included to remain exempt from signature requirement.
3. On oversight projects, get FHWA concurrence. Print name of FHWA Engineer and date. *(Not required for Mandatory Only Revisions.)*
4. Get concurrence signature from the District Director of Transportation Development or designee. *(Not required for Mandatory Only Revisions.)*
5. Get signature of the District Specifications Engineer. *(Not required for Mandatory Only Revisions.)*
6. Revisions received in the Project Review Office within 15 work days of the letting must be approved by the District Secretary. *(Not required for Mandatory Only Revisions.)* Notify Project Review. Revisions within five working days of the letting are not allowed without final approval from the Director of the Office of Design. Since there is no assurance that all prospective contractors will get these documents on time to be considered in their bids, approvals for a revision within five working days of the letting will be rare. If the revision is not approved, the project will either be let as is, or be withdrawn from letting. Withdrawing or moving the project to a later letting after advertisement requires approval by the District Secretary and the Chief Engineer.
7. For Supplemental Specification Packages, fill in the Rev. Date, number of pages and a brief description.
8. Enter the sheet number and:
Describe new pay item number, Rev. Date with old quantity and new quantity, deleted pay item number only, or revised quantities; by entering pay item number with old and new quantities.
9. On bridges indicate "each bridge number" with corrected changes.
10. If a revision will impact the utility plans, adjustments or schedules, provide a copy of the revision memo and affected plan sheets to the District Utilities Engineer.
11. Any change to any pay item, requires replacement of the entire Proposal Summary of Pay Items.
12. Email the Revision approval to Project Review Section (CO-PROJREV) to unlock the summary of pay items.
13. Email Revision Memo to Project Review.

REVISED DOCUMENTS:

1. Revised sealed plans sheets including Summary of Pay Items.
2. Revised District Cost Estimate if federally funded.
3. Revised sealed Supplemental Specifications Package.

COMPUTATIONS:

Show Financial Project ID on revised computation book sheets, and make available to the District Construction Engineer.