
131 Plans Processing and Revisions

131.1 General

This section describes the critical activities required to process the contract plans, specifications and estimate for letting. It identifies the transmittal forms, certifications and other documents prepared by the District and the various offices involved in processing a Plans, Specifications & Estimates (PS&E) submittal package. This chapter also outlines the revision process, and the steps to resubmit a project that has been withdrawn from letting.

Projects must be electronically delivered in Digital Delivery format in accordance with **FDM 130** and the [CADD Manual](#). The latest information regarding the letting of electronic plans and specifications (including critical dates) will be posted on the **Final Plans Web Page** as new information becomes available.

Other specific requirements for processing the electronic delivery, including information on the Electronic Delivery software, can be found in the [CADD Manual](#).

131.1.1 Contract Documents

The term “Contract Documents” includes all of the following which are to be treated as one instrument:

- (1) Advertisement for Proposal, Proposal, Certification as to Publication and Notice of Advertisement for Proposal,
- (2) Appointment of Agent by Non-resident Contractors,
- (3) Non-collusion Affidavit,
- (4) Warranty Concerning Solicitation of the Contract by Others,
- (5) Resolution of Award of Contract,
- (6) Executed Form of Contract,
- (7) Contract Bond,
- (8) Standard Specifications and Plans (including revisions thereto issued during construction),
- (9) Addenda, or other information mailed or otherwise transmitted to the prospective bidders prior to the receipt of bids, work orders, and supplemental agreements.

As used in **Standard Specification, Sections 2 and 3**, Contract Documents do not include work orders, and supplementary agreements. As used in **Standard Specification, Section 2**, Contract Documents also do not include Resolution of Award of Contract, Executed Form of Contract, and Contract Bond.

Modification for Non-Conventional Projects:

Delete FDM 131.1.1 and replace with the following:

131.1.1 Contract Documents

The term “Contract Documents” includes: Advertisement, Request for Proposal (RFP), the Design and Construction Criteria Package, the Technical and Price Proposal, Certification as to Publication and Notice of Advertisement for Proposal, Appointment of Agent by Nonresident Contractors, Non-collusion Affidavit, Warranty Concerning Solicitation of the Contract by Others, Resolution of Award of Contract, Executed Form of Contract, Contract Bond, Design Liability Insurance, Specifications, plans (including revisions thereto issued during construction), Addenda, written statements or transcripts or minutes of oral representation by Design-Build Firm made at oral presentations, or other information mailed or otherwise transmitted to the prospective bidders prior to the receipt of bids, work orders and supplemental agreements, all of which are to be treated as one instrument whether or not set forth at length in the form of contract.

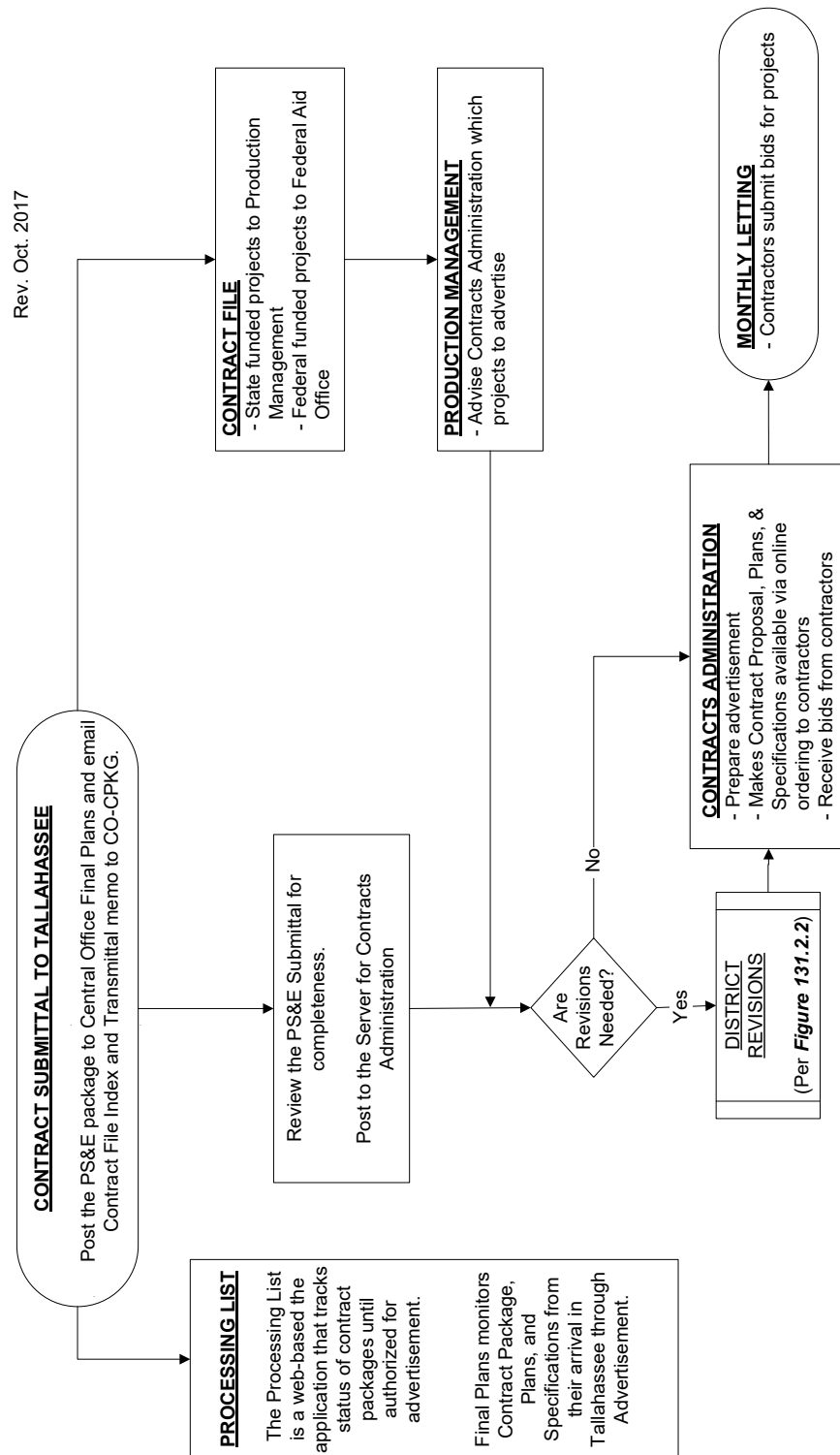
131.2 Plans Processing

There are certain plans processing activities that occur at the District level prior to submitting plans to Tallahassee. These activities have schedule implications which will vary by District. Contact the appropriate District PS&E Office for specific requirements.

Modifications to the plans, specifications or quantities after District Estimates Office changes the Project Preconstruction (PrP) Workflow/Phase and before the Plans are sent to Tallahassee are referred to as Plan Changes. Plan Changes include revision, deletion, or addition of data on individual sheets, or adding and deleting entire sheets. Plan Changes are not noted in the Revision Block on the sheets.

Figure 131.2.1 illustrates the process for submitting contract documents to Tallahassee for Letting.

Figure 131.2.1 Plans Processing For Tallahassee Letting



131.2.1 PS&E Submittal Package to Tallahassee

Prepare and post the PS&E Submittal and the Authorization Estimate to the Central Office server no later than the PS&E submittal due date. Transfer control of the AASHTOWare Project Preconstruction™ (formerly TRNS•PORT) project files to the Final Plans section of the State Program Management Office when posting the PS&E submittal.

Email the Transmittal of Plans, Specifications and Estimates Package Memo (**Form 131-A**, see **FDM 103**), and the Contract File Index (**Form 131-B**, see **FDM 103**) with attachments, to CO-CPKG with a copy to the Department's Project Manager.

Upon receipt of the PS&E Submittal, the Final Plans section checks the package for completeness and records the date posted. If incomplete, the District Program Management Office is notified to provide a corrected submittal. Once accepted, the PS&E Submittal is posted to the server, for access by Contracts Administration.

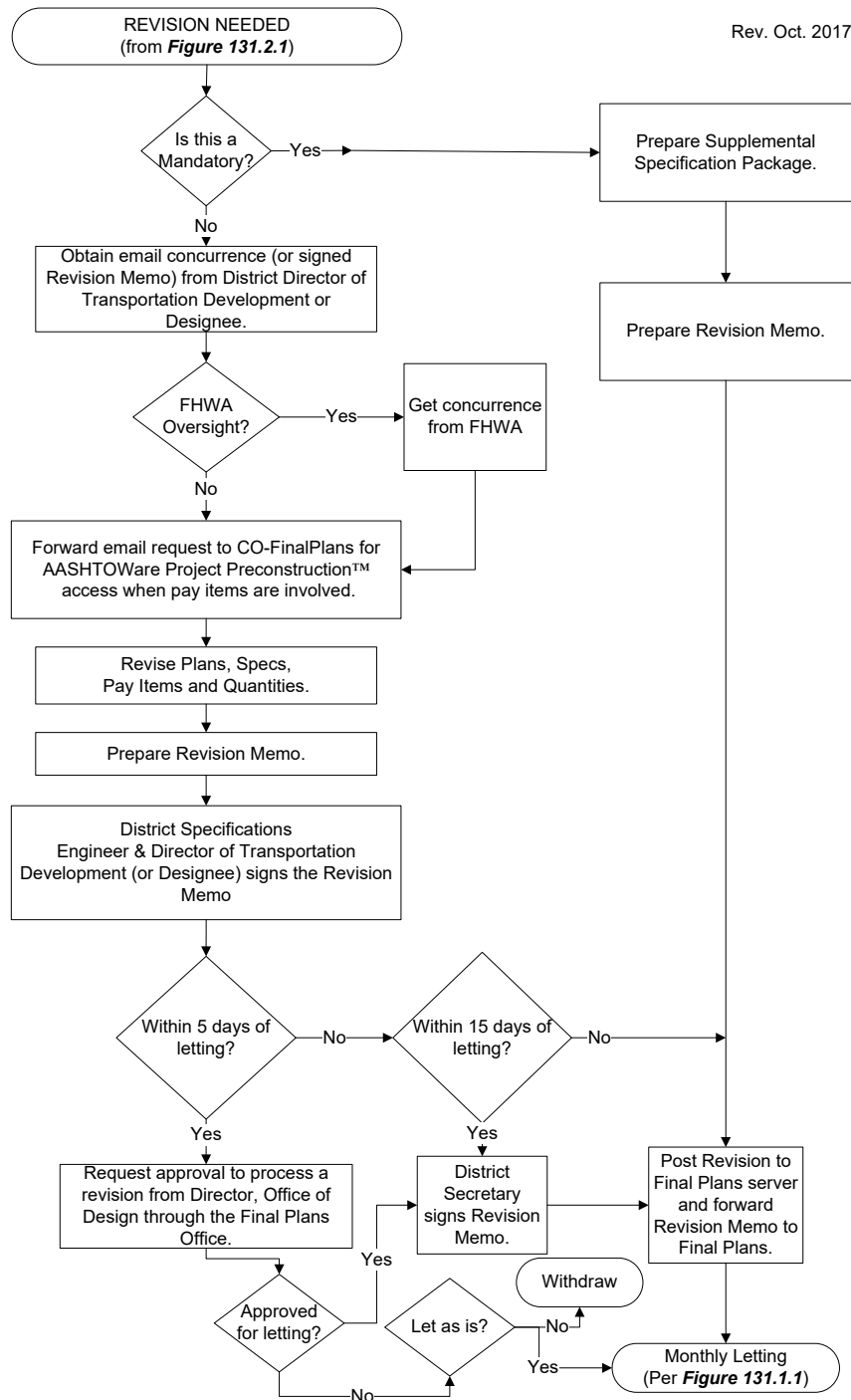
131.2.2 Revisions to the PS&E Submittal

Revisions are modifications to the PS&E Submittal after it has been accepted by Central Office Final Plans. The Department's Project Manager ensures a revision is completed as follows (see **Figure 131.2.2**):

- (1) All revisions require a completed Revision Memo (**Form 131-C**, see **FDM 103**). When access to AASHTOWare Project Preconstruction™ (formerly TRNS•PORT) is required, obtain concurrence from the District Director of Transportation Development (or designee) and forward to Central Office Final Plans (CO-FINALPLANS). Concurrence may be in the form of an email that includes a summary of the revision or a signed Revision Memo. Access will then be returned to the District for a period not to exceed 2 business days.
- (2) In accordance with the Stewardship and Oversight Agreement or the project-specific Project of Division Interest (PoDI)/Project of Corporate Interest (PoCI), obtain an email concurrence from FHWA prior to making revisions or requesting District access to the AASHTOWare Project Preconstruction™ (formerly TRNS•PORT). Include the name of the FHWA contact and the concurrence date on the Revision Memo. Major changes to plans or specifications on PoDI/PoCI Projects made during the advertising period will require the FHWA Division Administrator's approval prior to issuing addenda. Major changes increase the project cost (>\$50,000), alter project termini, change the character of the project or modify scope of the work.
- (3) If information on the Transmittal Memo changes due to Project updates, submit a revised Transmittal Memo whether it is a formal Revision or not.

- (4) For revisions to plan sheets use a conspicuous unique numbered symbol (e.g., a numbered triangle) beside the revision that corresponds to the Plans Revision Number on the Revision Memo. Begin the revision numbering with “1” and number subsequent revisions to the contract plans set, sequentially. Place the revision date, corresponding numbered symbol for the revision, and a brief description of the revision in the Revision Block on each modified sheet. The same applies to adding sheets; however, the added sheets may be numbered with alphabetic suffix (e.g., 22A, 22B, 22C). If a sheet is being deleted, the sheet numbers for the following sheets remain unchanged. For revisions involving revised, added or deleted pay items, see **Form 131-C** (see **FDM 103**). See **FDM 302** for instructions on recording a revision on the Key Sheet.
- (5) The responsible professional Signs and Seals each revised document in accordance with the requirements of **FDM 130**.
- (6) Prepare the Revision Memo (**Form 131-C**, see **FDM 103**), providing a Revision Number and describing modifications. Record the revision date for each revised sheet, using the date shown in the revision block on the sheet.
- (7) District Specifications reviews the revision for any effect on the specifications then dates and signs the Revision Memo.
- (8) Ensure that revisions to the PS&E Submittal are posted to the Central Office server. Email a PDF of the signed Revision Memo to Final Plans, CO-FINALPLANS.
- (9) The District Secretary’s signature is required on the Revision Memo if the revision is submitted within 15 working days of the letting.
- (10) Approval from the Director of the Office of Design is required if the revision is submitted within five working days of the letting. Since there is no assurance that all prospective contractors will get these documents on time to be considered in their bids, approval for a revision within five working days of the letting is uncommon. If approval is not granted, 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.
- (11) Upon email receipt of the signed Revision Memo, Final Plans will check the revisions for completeness.
- (12) 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.

Figure 131.2.2 District Revisions



131.2.3 Re-submittal of Withdrawn Projects

When a District withdraws the entire PS&E Submittal for major revisions before the letting, the project will be resubmitted as a new transmittal of the PS&E Submittal with all required components. Include the note “Plans Completely Revised” on the Transmittal Memo next to the Transmittal date. Include note under the “Revisions” Header of the lead Key Sheet, “Plans completely revised (date)”. Show new Proposal/Contract ID number on Key Sheet(s).

Project documents in Central Office from the previous submittal will be destroyed or deleted. A project withdrawn for a period of nine months or longer will be updated according to the process outlined in **FDM 112**.

Plans rejected from letting by the Awards Committee or withdrawn for minor revisions may not need to follow the above process. District coordination with Central Office Production Management is required to reschedule a letting.

131.3 Revisions after Award

This section outlines the process for incorporating revisions after award (A.K.A. “Post-Let Revisions”), and outlines the steps for review by the Department.

It is the responsibility of the Department’s Project Manager to coordinate a review of design revision submittals performed by the appropriate District and Central Office discipline phase reviewers.

Modification for Non-Conventional Projects:

Revise the title of **FDM 131.3** and replace the two paragraphs above with the following:

131.3 Revisions after Initial “Released for Construction” Stamping

This section outlines the process for submitting component plan phase submittals as well as the review component plan phase submittals by the Department’s discipline reviewers. It also outlines “Released for Construction” stamping process prior to beginning work as well as the plans process for incorporating design revisions initiated by the Design Build Firm after initial “Released for Construction” stamping.

When revisions are required, comply with the following:

- (1) The responsible professional must Sign and Seal each revised document in accordance with the requirements of **FDM 130**.
- (2) Modify or delete data on individual sheets by striking through or crossing out. Do not delete data by erasing. Add new data adjacent to crossed out data. If a sheet does not have sufficient space for the revision, add new sheets as required.
- (3) “Cloud” any revisions after award in a conspicuous manner. If an entire sheet is being deleted, circle and strike through the entire drawing area and retain the deleted sheet in the plans package as a revised sheet.
- (4) Place a conspicuous sequentially-numbered unique symbol (e.g., a numbered triangle) beside the revision. Begin the revision numbering with “1” and number subsequent revisions sequentially. For sheets which have been revised pre-award, begin the numbering where the pre-award numbering left off. For large complex projects, when requested by the Department, number revisions by addendum issuance in order to more easily differentiate changes for work order/supplemental agreement processing. In this case, a shape other than a triangle may be utilized.

Modification for Non-Conventional Projects:

Delete Item (4) above and replace with the following:

- (4) Place a conspicuous unique numbered symbol (e.g., a numbered triangle) beside the revision. Begin the revision numbering with “1” and number subsequent revisions sequentially.

- (5) Place the revision date, corresponding numbered symbol for the revision, and a brief description of the revision in the Revision Block.

Signed and Sealed revised plan sheets will be delivered to the Department’s Project Manager prior to construction of any component. The Department’s Project Manager will send a copy of Signed and Sealed revised plan sheets to the appropriate discipline reviewers for review and comment. Discipline reviewers must respond in writing to the Department’s Project Manager and give recommendations for acceptance for incorporation into the contract documents. The Department’s Project Manager must issue the revised plan sheets as part of the contract documents after receiving recommendations from the discipline reviewers.

Modification for Non-Conventional Projects:

Delete the last two sentences and replace with the following:

Discipline reviewers must respond in writing to the Department's Project Manager and give recommendations for stamping once all comments have been satisfactorily resolved. The Department's Project Manager will initial, date and stamp each revised sheet as "Released for Construction" after receiving recommendations from the discipline reviewers.

131.4 Final "As-Built" Plans Process

See the *Construction Project Administration Manual (CPAM)* for preparing the Final "As-Built" contract documents during construction.

131.5 Retention of Electronic Documents

The documents and files created throughout the life of a project must be retained in electronic format. There are several different storage systems used for retaining these records. See *Figure 131.5.1*. As-built Documents that are to be scanned for electronic storage should meet both requirements of the *CPAM 5.12* and the *Information Technology Resource User's Manual (FDOT Procedure No. 325-000-002)*.

Figure 131.5.1 Storage of Electronic Documents

TIMS	PEDDS DATA BASE	Electronic Data Management System (EDMS) Legal Records for Department of State Requirements - Image files (PDF Version 1.7 or TIF) only. For information on Specific Document Types stored in each Group contact the Responsible Office			
		DESIGN EDMS	CONTRACT EDMS	CONSTRUCTION EDMS	STRUCTURES MANAGEMENT EDMS
<p>File management system for In-house CADD file check in/out.</p> <p>Allows for multiple users to work on same files.</p> <p>Working files only.</p> <p>Can be used during Construction Phase to prepare As-Built Plans.</p>	<p>Electronic Vault for Storage of electronically signed, or digital delivery files</p> <p>For Storage of: -Project CD -Plans and Specs CD -Revisions CD -Cat II Bridge As-Built Files</p> <p>Files stored in the PEDDS Database cannot be written.</p>	<p><u>Design Records</u></p> <p><u>Groups</u></p> <p>Architectural Community Involvement Drainage Environmental Permits Estimates FDOT Publications Geotechnical/Materials Landscaping Lighting Product Evaluation Project Management Rdwy Design Documentation Does not include Plans</p> <p>Roadway Resource Library Specifications Structures Structures Resource Library Tolls Facilities Traffic Design Utility Agreements</p> <p>NOTE: Contract Plans are not stored in the Design EDMS.</p>	<p><u>Contract Records</u></p> <p><u>Groups</u></p> <p>Construction Contracts: - Amendments - Bid Blank - Certificate Of Insurance - Contract - Federal Aid Contract - Provisions - Permits - Pertinent Pages - Proposal - Special Provisions - Specifications - Supplemental Specifications - Utility Work Schedule - Wage Rate Supporting Construction Contract Documents: - Award Letter - Correspondence - Daily Diaries - Execution Letter - Final Estimates Package Work Progress</p> <p>NOTE: Contract Plans are not stored in the Contracts EDMS.</p>	<p><u>Construction Records</u></p> <p><u>Groups</u></p> <p>Claims Compliance Contract Changes Includes Design Errors and Omissions, Field SA/Work Orders, and SA/Change Orders Contract Documents As-Built Plans Daily Diary Estimates Final Estimates General Correspondence Job Correspondence Material Sampling and Reporting Pre-Letting Includes Design Correspondence Quality Assurance/Quality Control Service Contracts Shop Drawing Transmittals Structure Sublet Work Time Correspondence Unpaid Bills Utility</p>	<p><u>Maintenance Records</u></p> <p><u>Groups</u></p> <p>Bridge Plans and Specifications Bridge Record Bridge Shop Drawings Correspondence Geotechnical High Mast Record Sign Record Structural Calculations - As-Bid Plans - As-Built Plans - Repair As-Bid Plans - Repair As-Built Plans - Widening As-Bid Plans - Widening As-Built Plans</p>