132 Plan Revisions

132.1 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 This chapter also outlines the revision process, and the steps to resubmit a project that has been withdrawn from letting.

Other specific requirements for processing the electronic delivery, including information on the Electronic Delivery software, can be found in the ***CADD Manual***.

132.2 Revisions to the PS&E Submittal Package

Revisions are modifications to the PS&E Submittal Package after it has been accepted by Central Office Final Plans. The Department's Project Manager ensures a revision is completed as follows (see ***Figure 132.2.1***):

(1) All revisions require a completed Revision Memo (***Form 132***, 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), 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 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 132*** (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 132***, 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 Package are posted to the Central Office server. Email a PDF of the signed Revision Memo to Final Plans, CO-FINALPLANS.

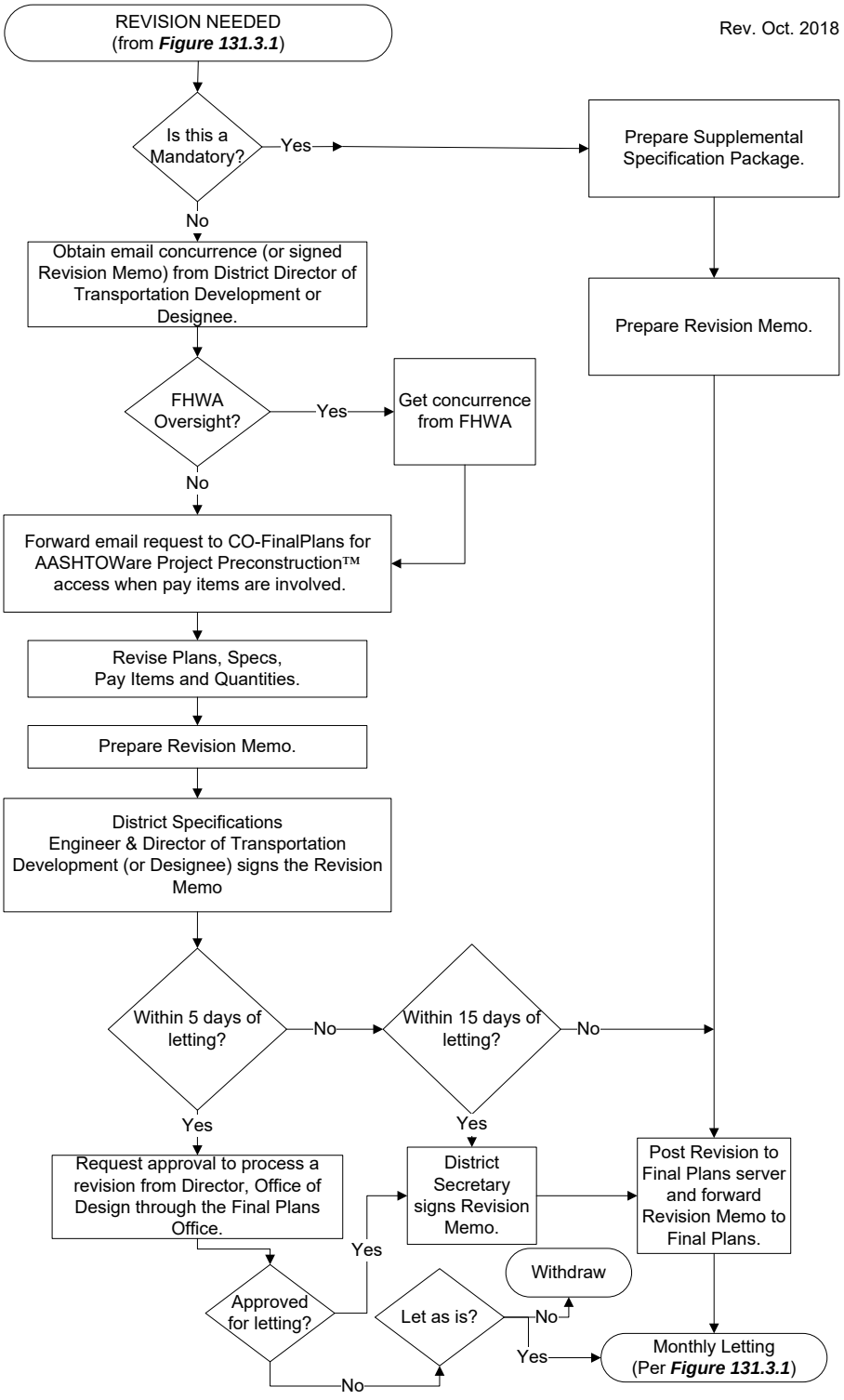
(9) The District Secretary's signature is required on the Revision Memo if the revision is submitted within 15 working days of the letting.

(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, Central Office 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 132.2.1 District Revisions



132.3 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.

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 ***FDM 132.3*** and replace with the following:

132.3 Revisions after Initial "Released for Construction" Stamping Revisions after Award

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.

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.

Revisions must 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. If there are multiple revisions after award, keep all previous revisions "clouded."

(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.

132.4 Final "As-Built" Plans Process

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