

132 PS&E Submittal Package Revisions

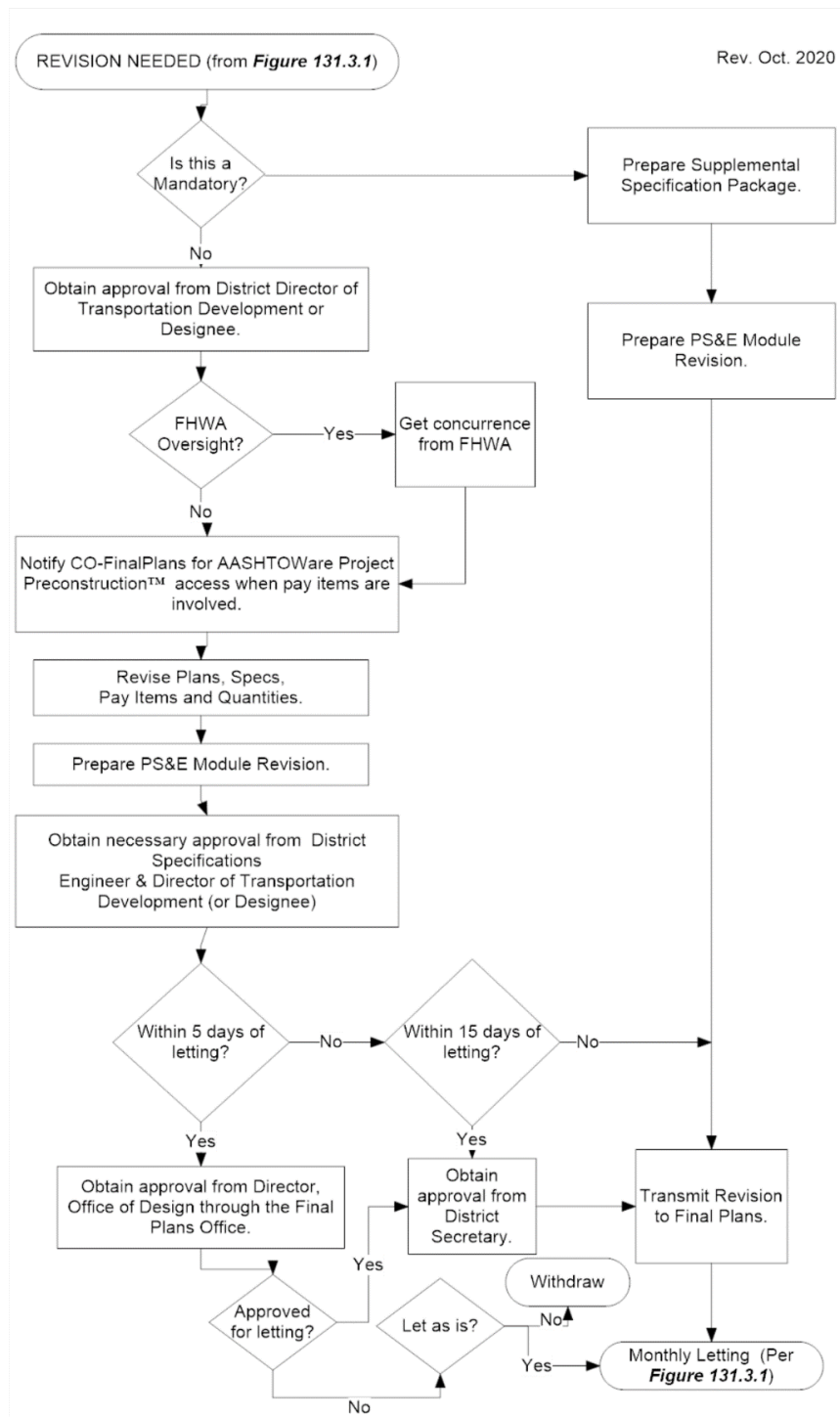
132.1 General

A PS&E Revision Package is required when modifications to plans, specifications, or estimates are made after the PS&E Submittal Package has been accepted by the State Program Management Office, Final Plans section or District Contracts Office. **Figure 132.1.1** illustrates the flow for processing a Revision Package.

The responsible professional Signs and Seals each revised document in accordance with the requirements of **FDM 130**. If the original professional engineer is not available to prepare a revision and is replaced by a new one, an additional signature sheet should be created listing the sheets containing the revisions they are responsible for.

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

Figure 132.1.1 Processing Revision Packages



132.2 Plans Revisions

Assign a unique numbered symbol (e.g., a numbered triangle) to each revision made to the Contract Plans. Begin the revision numbering with “1” and number subsequent revisions sequentially. Place the numbered symbol next to the revision on the sheet. Provide the date, numbered symbol, and a brief description of the revision in the Revision Block on each modified plan sheet.

When adding a sheet, the new sheet may be numbered with alphabetic suffix (e.g., 22A, 22B, 22C). Place the revision date, numbered symbol for the revision, and the description “Added Sheet” in the Revision Block of the new plan sheet. Revise the Index of Plan Sheets on the Key Sheet to include the new sheet.

When deleting a sheet, the sheet numbers for the following sheets remain unchanged. Place the revision date, numbered symbol for the revision, and the description “Deleted Sheet” in the Revision Block of the deleted plan sheet. Revise the Index of Plan Sheets on the Key Sheet to indicate the deleted sheet.

See **FDM 910** for instructions on recording a revision on the Key Sheet. Submit each revised component of the Contract Plans individually with an appendix REV and the revision number, for example:

- 43177035201-PLANS-01-ROADWAY-REV01
- 43177035201-PLANS-02-SIGNINGMARKING-REV01
- 43177035201-PLANS-03-SIGNALIZATION-REV01

The modified BIM.zip and CADD files must be submitted as well using the same appendix (e.g., 43177035201-CADD-REV01).

132.3 Supplemental Specifications Package

District Specifications Engineer (or designee) must review the Contract Plans revisions for any effect on the specifications. When changes to the Specifications Package are necessary, prepare a Supplemental Specifications Package in accordance with the requirements of the [Specifications Handbook](#). The completed Supplemental Specifications Package must be submitted with an appendix SUPP and the revision number (e.g., 43177035201-SPECS-SUPP01).

132.3.1 Mandatory Specification Revisions

Mandatory Specification Revisions issued from Central Office will be processed as a Supplemental Specifications Package. Revision Memo approvals are not required for Mandatory Specification Revisions, unless additional revisions are included in the package.

132.4 EQ Report Revisions

Any revision to the Estimated Quantities (EQ) Report will require the report to be generated in its entirety, including quantities for components that did not require a change. Place a revision block (see **Figure 132.4.1**) on the EQ Report signature page and indicate pay item numbers and quantities that were revised.

Figure 132.4.1 Example Revision Block

Revisions		Pay Item		Quantity	
Number	Date	Number	Add/Del/Rev	Old	New
REV01	2/9/21	425-5-1	Add		16.000
		425-6	Add		34.000
		1644-800	Add		1.000

Append the file name of the modified EQ Report with REV and the revision number (e.g., 43177035201- ESTIMATES-QUANTITIES-REV01).

When access to AASHTOWare Project Preconstruction™ is required to make pay item number or quantity revisions, send a request for access to the State Program Management Office, Final Plans section (CO-FINALPLANS). The district will then be granted access for a period not to exceed 2 business days. Access will not be given within 10 days of advertisement.

132.5 Revision Memo

Process revision packages using the PS&E Module within Project Suite Enterprise Edition (PSEE). All revisions to the PS&E Package require a completed Revision Memo

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.

When the revision package is complete and ready for submission, control of the PS&E Module will be transferred to the appropriate office (see **FDM 131.2.1**). The receiving office will check the revisions for completeness.

If information on the Transmittal Memo changes due to Project updates, the Transmittal Memo must be updated within the PS&E Module whether it is a formal Revision or not.

132.5.1 Required Approvals

Several approvals are required to process a revision:

- (1) Obtain concurrence from the District Director of Transportation Development (or designee). Concurrence may be in the form of an email that includes a summary of the revision or a signed Revision Memo.
- (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 access to the AASHTOWare Project Preconstruction™. 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) Approval from the District Secretary is required on the Revision Memo if the revision is submitted within 15 working days of the letting. Approval can be documented by uploading an email approval to PS&E Module "Supporting Documentation Section".
- (4) 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.