

## 151 Plan Revisions

### 151.1 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.

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

Modification for Non-Conventional Projects:

Delete **FDM 151.1** and replace with the following:

**151.1 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, only the latest revision will be “clouded.”
- (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.

**151.2 Final “As-Built” Plans Process**

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