

151 Revision Packages

151.1 General

This chapter outlines the process for the development and delivery of revision packages. A revision package is created when the engineering design is changed, and associated documents are modified. There are two types of revision packages:

- (1) Post-let revisions for Design-Bid-Build
- (2) Post-stamped revisions for Design-Build Projects

151.2 Post-Let Revisions

Post-let revisions occur after the project has been awarded for construction. It is the responsibility of the Department's Design Project Manager (PM) to process the required revision package, including any necessary reviews (typically conducted using ERC). The process used to develop and deliver a plans revision package to Construction is as follows:

- (1) The Department identifies the need for a modification and notifies the EOR.
- (2) The EOR develops the draft revision package and delivers it to the Design PM.
- (3) The Design PM is responsible for ensuring that appropriate Department review is conducted.
- (4) When all comments and issues are resolved, the EOR will submit a final signed and sealed revision package to the Design PM. Include a Revision Memo that summarizes the changes made to the contract document in the revision package.
- (5) The Design PM uploads the revision package into the PSEE Design Documentation module. The Design PM, with the assistance of the EOR create to accompany the revision package, documenting all changes for this submittal within the PSEE Module.
- (6) The Design PM notifies the Construction PM that the revision is available.
- (7) The Design PM delivers the modified CADD files to the District CADD Manager to be included in the Vault Archive.