
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.
- (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.

151.2.1 Post-Let Revision Package

For revision files contained within the revision package, use the original file name with a suffix “-REV##” (see [CADD Manual](#), Chapter 8). For example, the third revision to a Roadway component is named:

fpid-PLANS -03-ROADWAY-REV03.PDF

Begin the revision package numbering with “1” and number subsequent packages sequentially. For projects 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 revision packages by addendum issuance to easily differentiate changes for work order/supplemental agreement processing. In this case, a shape other than a triangle may be utilized.

A revision package is a ZIP file that contains the following documents, as applicable:

- Revision Memo
- Signed and sealed pdf plan sheets
- CADD.zip or BIM.zip
- Specifications (TSPs, MSPs)
- Estimated Quantities

151.2.1.1 PDF Plan Sheets

Revised plan sheets are placed in a single pdf file for each component affected by the change(s). Each component pdf file contains only those sheets that have been modified.

For naming the component pdf file(s), use the original file name with a suffix “-REV##”. For example, the pdf file name for a third revision to the Roadway component is named:

fpid-PLANS -03-ROADWAY-REV01.PDF

Revise pdf plan sheets as follows:

- (1) Revise CADD and BIM files to reflect the required changes or modifications. Add new files or sheets as required.
- (2) “Cloud” revisions in a conspicuous manner within the CADD sheet files. “Cloud” only the latest revisions, i.e., don’t “cloud” previous revisions to the sheet.
- (3) Place the revision number within a unique symbol (e.g., a numbered triangle) beside the “clouded” revision.

- (4) Place the revision date, corresponding numbered symbol for the revision, and a brief description of the revision in the sheet Revision Block.
- (5) If an entire sheet is being deleted, place a circle and strike (Ⓝ) through the entire drawing area and include the deleted sheet in the component pdf file as a revised sheet. Note the deleted sheet on the Key Sheet Index of Sheets.

Create component pdf file(s) containing all affected plan sheets. Forward updated CADD.zip or BIM.zip to District CADD Manager for inclusion in Vault Archive.

151.2.1.2 CADD Files

Provide a CADD.zip or BIM.zip that includes all CADD files that were modified due to the revision. Include the BIM file manifest on the Signature Sheet when signing and sealing a revised BIM file. Indicate in the manifest the BIM file being submitted, the revision package number, and a thorough description of the modifications made to the file.

151.2.1.3 Specifications

When a MSP or TSP must be included in the revision package, develop the special provision in accordance with the Specifications Handbook.

151.2.1.4 Estimated Quantities

Include only updated estimated quantities Summary Tables (Excel files) associated with the design modifications in the revision package. Provide a summary of changes for revised pay item numbers and quantities. The Estimated Quantities (EQ) Report will not be regenerated during the construction phase.

151.3 Post-Stamped Revisions

Post-stamped revisions occur after “Released for Construction” stamping has been completed and are typically initiated by the Design Build Firm. The revision package consists of signed and sealed pdf plan sheets and BIM files for the affected plans component(s).

See **FDM 151.2.1.1** and **FDM 151.2.1.2** for the procedures to modify these documents.

Department’s Project Manager enters the draft package into ERC for review by the appropriate discipline reviewers and recommendation for stamping. When all ERC comments/issues are resolved, the Department’s Project Manager will initial, date, and stamp each revised sheet as “Released for Construction.