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 -01-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 -01-ROADWAY-REV03.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.