132 PS&E Submittal Package Revisions

132.1 General

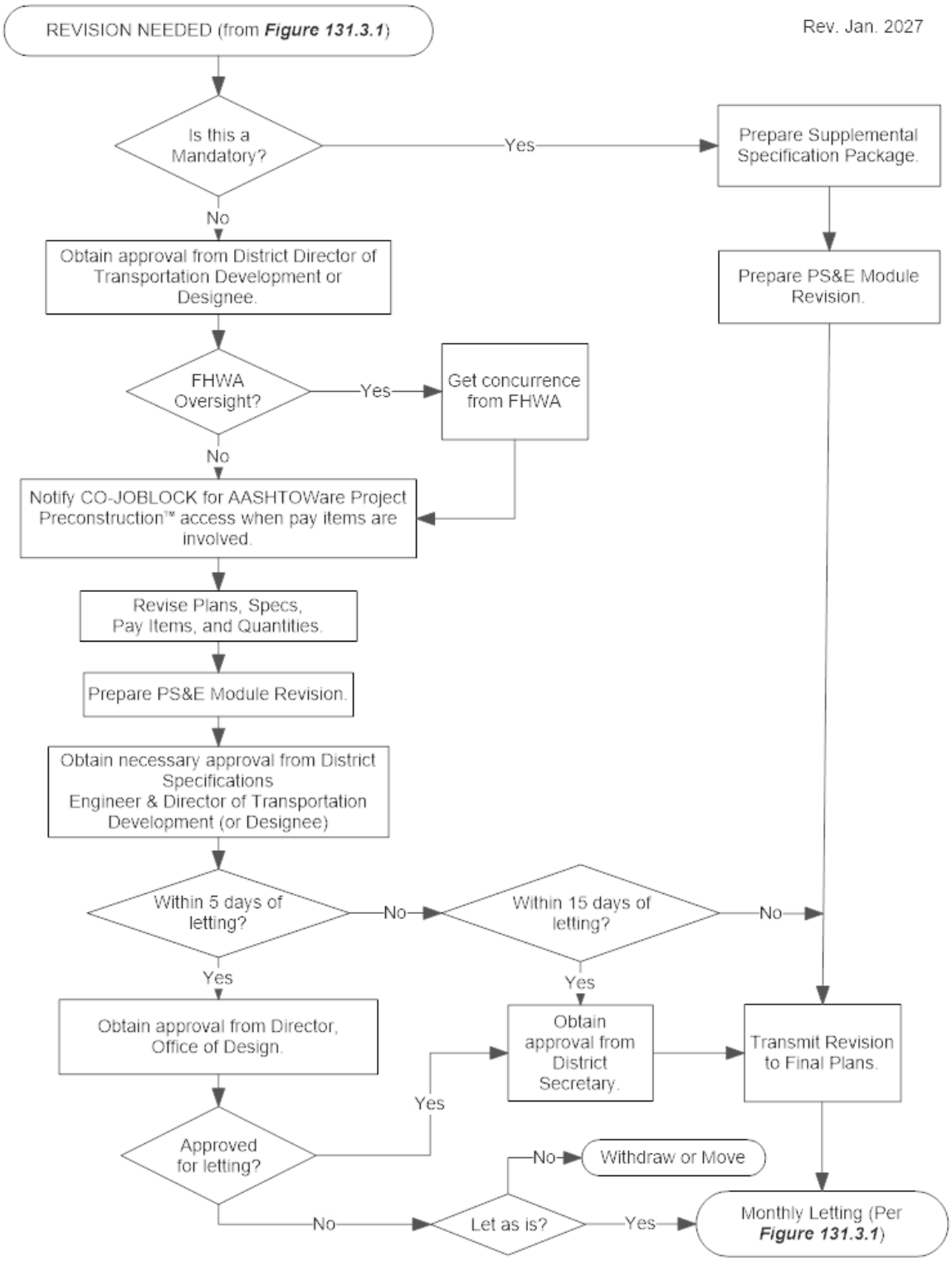
A PS&E Revision Package is required when modifications to plans, specifications, or estimates are made after the PS&E Submittal Package has been accepted by the State Specifications Office, Final Plans section or the District Contracts Office. ***Figure 132.1.1*** illustrates the flow for processing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

If minor modifications to an accepted PS&E Submittal Package occur prior to advertisement, a replacement may be approved by the Contracts Office. This involves replacing the modified plans, specifications, or Estimated Quantities Report (EQR) in the PS&E Submittal Package to correct items before the package is issued for advertisement.

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 the revision, an additional Signature Sheet should be created, identifying the plan sheets for which the new Professional Engineer is responsible.

Additional requirements for 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 revision symbol (e.g., a numbered triangle) to each revision made to the Contract Plans. Begin the revision numbering with "1" and continue sequentially for all subsequent revisions. Place the numbered symbol adjacent to the revision on the plan sheet. Include the revision date, numbered symbol, and a brief description of the revision in the Revision Block on each revised plan sheet. Do not cloud revisions; identify changes using only numbered symbols and Revision Block entries. Clouding is reserved for post-award revision packages (see ***FDM 151***).

For an added plan sheet, assign the new sheet number using an alphabetic suffix (e.g., 22A, 22B, 22C). Include the revision date, numbered symbol for the revision, and the description "Added Sheet" in the Revision Block of the new plan sheet. Update the Index of Plan Sheets on the Key Sheet to include the new plan sheet.

For a deleted plan sheet, the other plan sheet numbers must remain unchanged. Include the revision date, numbered symbol for the revision, and the description "Deleted Sheet" in the Revision Block of the deleted plan sheet. Update the Index of Plan Sheets on the Key Sheet to indicate the deleted plan sheet.

Refer to ***FDM 910*** for instructions on recording a revision on the Key Sheet. Submit each revised component of the Contract Plans as a separate PDF with an appendix REV followed by the revision number, for example:

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

Submit a BIM.zip or CADD.zip file that contains CADD files that have been modified to create the plans PDFs. Use the same appendix when naming the zip file (e.g., 43177035201-CADD-REV01).

132.3 Supplemental Specifications Package

The District Specifications Engineer (or designee) must review the Contract Plans revisions to determine whether they impact the Specifications Package. If revisions to the Specifications Package are required, prepare a Supplemental Specifications Package in accordance with the requirements of the ***Specifications Handbook***. Submit the completed Supplemental Specifications Package using the appendix SUPP followed by 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 part of the package.

132.4 EQ Report Revisions

Any revision to the Estimated Quantities (EQ) Report will require the report to be regenerated in its entirety, including quantities for components that were not revised. Use the same appendix when naming the EQ Report pdf file (e.g., 43177035201-ESTIMATES-QUANTITIES-REV01).

To create the modified EQ Report, update the Calculations Folder within the CADD folder structure to include only the latest summary tables. Include the updated Calculations Folder in the submitted BIM.zip or CADD.zip file.

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. For revisions that do not include changes to pay item numbers or quantities, briefly describe the revision(s) to the EQ Report in the same revision block. Each subsequent resubmittal must add to the existing revision block to provide a complete history of changes. When numerous changes are required, the revision block may be placed on a separate page directly behind the signature page.

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
REV02	2/19/21	102-71-16	REV	288.000	329.000
		102-89-1	REV	2.000	4.000

When access to AASHTOWare Project Preconstruction™ is required to revise pay item numbers or quantities, submit a request to the State Specifications Office, Final Plans section and Contracts Administration (CO-JOBLOCK). Access will be granted to the district for a period not to exceed two business days and 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 that provides the revision number and describes the modifications. Record the revision date for each revised plan sheet using the date shown in the Revision Block on the plan 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 review the revisions for completeness.

If information on the Transmittal Memo changes due to project updates, update the Transmittal Memo within the PS&E Module, whether or not the change is processed as a formal revision.

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 documented via email summarizing the revision or via a signed Revision Memo.

(2) In accordance with the Stewardship and Oversight Agreement or the project-specific Project of Division Interest (PoDI), obtain email concurrence from FHWA prior to making revisions or requesting access to 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 advertisement period require approval from the FHWA Division Administrator prior to issuing addenda. Major changes include those that increase the project cost by more than $500,000, alter project termini, change the character of the project, or modify the 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 letting. Approval may be documented by uploading an email approval to the 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 letting. Since there is no assurance that all prospective contractors will receive these documents in time to consider them in their bids, approval for a revision within five working days of 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 date after advertisement requires approval from the District Secretary and the Chief Engineer.