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 the associated documents are modified. There are two types of revision packages:

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

(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. The Department's Design Project Manager (PM) is responsible for processing the required revision package, including coordinating all necessary reviews (typically conducted using ERC).

The process for developing and delivering a revision package to Construction is as follows:

(1) Department identifies the need: The Department determines that a revision is required and notifies the EOR.

(2) EOR prepares draft revision package: The EOR develops the draft revision package and submits it to the Design PM.

(3) Department review: The Design PM ensures that all appropriate Department reviews are conducted.

(4) Final signed and sealed package: Once all comments and issues are resolved, the EOR submits a final signed and sealed revision package to the Design PM. Include a Revision Memo summarizing all changes made to the contract documents in the revision package.

(5) Upload to PSEE: The Design PM uploads the revision package into the PSEE Design Documentation module.

(6) Notify Construction PM: The Design PM notifies the Construction PM that the revision package is available.

(7) Archive CADD files: 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 included in 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 Plans component is named:

fpid-PLANS-01-ROADWAY-REV03.PDF

Begin the revision package numbering with "1", and number subsequent packages sequentially. For projects revised prior to award, continue the revision numbering from the last pre-award revision number.

For large or complex projects, when requested by the Department, number revision packages by addendum issuance to easily differentiate changes for work order or supplemental agreement processing. In such cases, a shape other than a triangle may be used to identify revisions.

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 must be compiled into a single PDF file for each component affected by the change(s). Each component PDF file must contain only the sheets that were 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 Plans component is:

fpid-PLANS -01-ROADWAY-REV03.PDF

Revise PDF plan sheets as follows:

(1) Revise the CADD and BIM files – Modify the CADD and BIM files to reflect the required changes. Add new files or sheets as needed.

(2) "Cloud" only current revisions – "Cloud" revisions in a conspicuous manner within the CADD sheet files. Remove "clouds" associated with all prior revisions.

(3) Identify the revision number – Place the revision number inside a unique symbol (e.g., a numbered triangle) adjacent to each "clouded" revision.

(4) Update the Revision Block – Add the revision date, corresponding numbered revision symbol, and a brief description of the revision in the sheet's Revision Block.

(5) If an entire sheet is 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.

After revising the plan sheets, create component PDF file(s) containing all affected plan sheets. Forward the updated CADD.zip or BIM.zip to the District CADD Manager for inclusion in the 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. When signing and sealing a BIM file, include the BIM file manifest on the Signature Sheet.

The manifest must include:

(1) the BIM file being submitted,

(2) the revision package number, and

(3) a clear description of all modifications made to the file.

151.2.1.3 Specifications

When a Modified Special Provision (MSP) or Technical Special Provision (TSP) is required to be included in the revision package, develop the special provision in accordance with the ***Specifications Handbook***.

151.2.1.4 Estimated Quantities

Include only the updated Estimated Quantities Summary Tables (Excel files) associated with the design modifications in the revision package.

Provide a summary of changes for all revised pay item numbers and quantities.

The Estimated Quantities (EQ) Report is not 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.

The Department PM enters the draft revision package into ERC for review by the appropriate discipline reviewers and recommendation for stamping. After all ERC comments and issues are resolved, the Department PM will initial, date, and stamp each revised sheet as “Released for Construction”.