

Plan Revisions

Design Manual
Chapter 1
General Information

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The extent of a plan revision and the process for gaining approval for the revision are related. If a revision to the plan is minor (tabulation error, a geometric change/error, etc.), a memo and corrected plan sheet can be sent to the Resident Construction Engineer (the Resident Construction Engineer can add the change to the final As-Built Plans). If the revision involves a number of plan sheets, review the situation with the Central Construction Office (Assistant Construction Engineer), the Assistant Design Engineer, and the Assistant District Engineer for which action to take – either sending a memo to the Resident Construction Engineer or initiating a plan revision. If a plan revision is agreed upon, the following procedure should be used:

- A memo should be sent from the Section Engineer to the District Engineer stating a revision is planned. This memo should provide a short description of the proposed plan revision, including the reason for the revision. See page 3 of this section for a sample memo. A template for this memo can be found in W:\Highway\Design\Forms\Memo.dot.
- Retrieve the original signature set of plans (hardcopy) from the vault. The original title sheet is not to be replaced. Information should be handwritten onto the revision block and the index of seals (see Section 1E-1) on the original title sheet, but the rest of the title sheet should not be changed. Even if sheets are being added to the plan, it is not necessary to change the index of sheets or the total number of sheets that are listed on the original title sheet. After the original plans have been destroyed, the title sheet can be printed from ERMS.
- Create a revision folder, in the project directory, for all revised plan sheets and cross section sheets (example: STPN-25-2(20)--2J-88_Revision_03-26-04). If the original cross section sheets had their own folder for plan turn-in to Office of Contracts (usually > 50 sheets), then create another revision folder (example: STPN-25-2(20)--2J-88_X-SEC_Revision_03-26-04).
- Modify all files that require change due to the revision. If necessary, additional sheets may be created. Sheets that are added to the plan should be inserted in appropriate order, within the set of revised sheets, and numbered as usual except with a lower-case alpha character extension. For example, if two sheets are being inserted between J.01 and J.02, they should be numbered J.01a and J.01b. If the new sheet is being added at the end of the series, it may be numbered as usual, without the alpha character extension.
- All revised and added sheets should have the following format in the closest open area in the lower right corner: **Revised: MM/DD/YYYY.**
- A revision sheet should be created and included at the end of the A sheets (see Section 1E-2). The revision sheet should include the reason for the revision at the beginning (top) of the sheet. The listing and description of any revised or added sheets, as well as a signature block of the licensed professional in charge of the revised or added sheets (see Section 1E-1), should follow. See Section 1F-4 for sample revision sheets.
- Keep in mind that when the revisions are certified, the same plan sheet should never be certified by different licensed professionals. When secondary sheets are affected (soils, bridges, etc.), a new signature is also required.

- Create a .tif file for each sheet that was changed or added. Make sure that the name of each new .tif file is the same as each original .tif file being replaced. New .tif files that include signatures, such as the new Title sheet, revision sheet, and any secondary signature sheets, need to be created by scanning.
- Place in the previously created revision folder(s) the new .tif files of all changed and added sheets. Again, make sure that each replacement .tif file has the same name as the original .tif file. Also, place in the revision folder all scanned .tif's, which include the modified original Title sheet, the revision sheet, and any other original signature sheets affected by this revision.
- A cover memo shall be created. See page 4 of this section for a sample cover memo. A template for this cover memo can be found in W:\Highway\Design\Forms\CoverMemo.dot.
- Remove all sheets from the original set of plans that were revised and discard them. Place a hardcopy of the set of revised and added sheets on the top of the original set of plans, which should include the new sheets with original signatures. Return the whole set to the vault along with a copy of the cover memo.
- Design Services will make half-size copies of revised sheets and create a print order request for full-size prints. Use the guides below under Sending Out Revised Sheets to determine the number of half-size copies needed. **Remember to request that copies and prints be single-sided, collated, and bound.**
- After receiving all half-sized and full-sized sets of revised sheets, mail the appropriate number of these sets of revised sheets to the appropriate individuals and offices (see Sending Out Revised Sheets below). Also, the cover memo should be attached to the front of the top set of revised sheets being mailed.

Federal-Aid Projects Requiring Oversight

For federal-aid projects that require oversight from the FHWA (see the April 1999 Oversight Agreement or contact the Methods Section in the Office of Design), follow these additional steps:

- Have the cover letter requesting approval from FHWA typed and signed by the Design Engineer. See page 5 for a sample cover letter requesting FHWA approval. A template for this cover letter can be found in W:\Highway\Design\Forms\FHWALetter.dot.
- Mail one set of half-size plans with the cover letter requesting approval to FHWA. In case of urgency, verbal approval may be received prior to written approval.

Sending Out Revised Sheets

Individuals or offices that normally receive the cover memo and plans include:

- District Office (District Engineer, Asst. Dist. Engineer, Construction Engineer) (three half-size sets)
- Resident Construction Engineer (two full-size sets; minimum of three half-size sets, call to get exact number of half-size sets needed)
- Central Construction (one half-size set)
- Assistant Design Engineer (one half-size set)
- Design Projects Engineer (one half-size set)
- FHWA (1 half-size set) (for federal-aid projects requiring oversight)
- Others as needed (such as Office of Materials, cities, counties, consultants, etc.)

Note: indicate in parentheses on the cover memo the number and size of plans that each person or office should receive.

Sample Letter to FHWA

IOWA DEPARTMENT OF TRANSPORTATION

TO OFFICE: Federal Highway Administration **DATE:** September 28, 2003
ATTENTION: Director **REF:** County Name
FROM: Design Engineer Project Number
OFFICE: Design PIN:
SUBJECT: Plan Revision

This project involves PCC pavement widening on Interstate 80 over the Iowa River.

The project letting was on July 10, 2003.

This revision involves adjusting the vertical profile, pipe grades, project length, traffic control, and staging.

We request Federal Highway Administration approval and participation for this revision.

XXX:mk

Attach.

cc: Assistant Design Engineer—Development
Director Program Management
Construction Engineer
District Engineer
Assistant District Engineer
Consultant (when applicable)