

DATE: \_\_\_\_\_  
TO: Final Plans (CO-FINALPLANS)  
FROM: \_\_\_\_\_, Project Manager  
COPIES: DDE, DCPME  
SUBJECT: **Revision Number** \_\_\_\_\_ - Letting (mo./yr.) \_\_\_\_\_  
Financial Project ID \_\_\_\_\_ (Lead number only)  
Proposal/Contract ID \_\_\_\_\_  
Federal Funds: No Yes Federal Aid No. \_\_\_\_\_  
County \_\_\_\_\_ State Road No. \_\_\_\_\_

Mandatory Only: No Yes (\*If Yes, Signatures Not Required.)

\*Concurred by: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of Director of Transportation Development or Designee

I have reviewed for effects on the Specifications Package and a package revision **is**   
**is not**  required. \*Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of District Specifications Engineer

If FA Oversight, \*Authorized By: \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name of FHWA Engineer

REVISIONS RECEIVED IN THE FINAL PLANS OFFICE WITHIN 15 WORK DAYS  
OF THE LETTING MUST BE APPROVED BY THE DISTRICT SECRETARY.

NO REVISIONS ALLOWED WITHIN 5 WORK DAYS OF THE LETTING  
WITHOUT APPROVAL.

\*Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of District Secretary

SUPPLEMENTAL SPECIFICATIONS PACKAGE NUMBER \_\_\_\_\_ (\_\_\_\_ Pages).

REISSUED SPECIFICATIONS PACKAGE \_\_\_\_\_ (\_\_\_\_ Pages).

PLANS REVISION NUMBER \_\_\_\_\_ (\_\_\_\_ Sheets).

CONTRACT TIME REVISED: No Yes(If yes, \_\_\_\_\_ Total Calendar Days)

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## REMINDER

### PROCESS:

1. Fill out headings.
2. Mandatory Only revisions must not have other revisions included to remain exempt from signature requirement.
3. On oversight projects, get FHWA concurrence. Print name of FHWA Engineer and date. *(Not required for Mandatory Only Revisions)*
4. Get concurrence signature from the District Director of Transportation Development or designee. *(Not required for Mandatory Only Revisions)*
5. Get signature of the District Specifications Engineer. *(Not required for Mandatory Only Revisions)*
6. Revisions received in the Final Plans Office within 15 work days of the letting must be approved by the District Secretary. *(Not required for Mandatory Only Revisions.)* Notify Final Plans. Revisions within five working days of the letting are not allowed without final approval from the Director of the Office of Design. Since there is no assurance that all prospective contractors will get these documents on time to be considered in their bids, approvals for a revision within five working days of the letting will be rare. If the revision is not approved, the project will either be let as is, or be withdrawn from letting. Withdrawing or moving the project to a later letting after advertisement requires approval by the District Secretary and the Chief Engineer.
7. For Supplemental Specification Packages, fill in the Rev. Date, number of pages and a brief description.
8. Enter the sheet number and:  
Describe new pay item number, Rev. Date with old quantity and new quantity, deleted pay item number only, or revised quantities; by entering pay item number with old and new quantities.
9. On bridges indicate "each bridge number" with corrected changes.
10. If a revision will impact the utility plans, adjustments or schedules, provide a copy of the revision memo and affected plan sheets to the District Utilities Engineer.
11. Any change to any pay item, requires replacement of the entire Proposal Summary of Pay Items.
12. Email the Revision approval to Final Plans Section (CO-FINALPLANS) to unlock the summary of pay items.
13. Email Revision Memo to Final Plans.

### REVISED DOCUMENTS:

1. Revised sealed plans sheets including Summary of Pay Items and Summary of Quantities sheets.
2. Revised District Cost Estimate if federally funded.
3. Revised sealed Supplemental Specifications Package.

### COMPUTATIONS:

Show Financial Project ID on revised computation book sheets, and make available to the District Construction Engineer.