

## **SECTION 2G-13-CONSTRUCTION PLAN REVISIONS**

### **FORMAL CONSTRUCTION REVISIONS**

After prints of approved plans have been made available at advertisement submission, any change on the plans will require a formal revision and approval of Scheduling and Contract Division. When a proposed revision involves a change in quantities and the project has been turned in to the Scheduling and Contract Division but has not been advertised, the Scheduling and Contract Division may agree that the changes or revisions can be made before advertisement. If so, the summary sheet and estimate should be changed to reflect the revised quantity. Do not show a change in quantity on the Revision Data Sheet.

The designer or **Project Manager\*** will coordinate all changes in the estimate with the Scheduling and Contract Division.

The Contract Engineer must always be notified of any proposed plan revision that is required between the time plans are received in the Scheduling and Contract Division (advertisement submission) and the award of the project.

After **advertisement** of the project, and prior to bids being received, a "project showing" will be held. Any plan revisions requested at this time must be approved by the Scheduling and Contract Division, prior to incorporation into the plans.

After the contract has been awarded, the estimate or summaries will not be changed. The addition of new items and increases or decreases of current contract items are to be shown on the Revision Data Sheet only, with the revision data as shown in Figure 2G-3.

Electronic plan submission of formal construction revisions must follow the Electronic Plan Submission Process. See diagram on the web at:

<http://www.virginiadot.org/business/locdes/e-plan-submission-index.asp>

All revisions submitted **will be** accompanied by the Revision Data sheet and Revision Data Form **LD-36**. The appropriate blanks on Form **LD-36** must be marked in the lower left corner to designate who is to receive **notification** of the revised plans.

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\* Rev. 7/11