

## ELECTRONIC SUBMISSION OF PRE-AWARD REVISIONS

The procedure for the electronic submission of Pre-Award Revisions (Special Orders for Pre-Construction Revisions prior to receipt of bids) is described below (this includes Consultant plans).

The Scheduling and Contract Division must approve the revision before the revision can be processed.

### **The following is the Project Team Manager's responsibility:**

- to ensure that the “dgn” files are “tif”ed for placement in the Plan File Room in Falcon/DMS DocMan. (revision date needs to be on each sheet along with the Revision Data Sheet, with the exception of bridge revisions that do not require a Revision Data Sheet but they do require the revisions to be listed on Bridge Sheet 2)
- to ensure that pre award revision is selected when the “tif” files are generated and archived
- to notify Plan Coordination Section of the revision by emailing the Form LD036 (Revision Data) or the appropriate Bridge form

### **The following is the Plan Coordination Section's responsibility:**

- to verify that the revision has been processed and is in Falcon/Web Suite under Plan File Room
- to ensure that a Special Order of full size and half size prints are ordered for Scheduling and Contract Division to go with the set of construction plans for advertisement
- to ensure that if Federally funded, two full size and two half size prints are ordered for Scheduling and Contract Division and if Bridge is Federally funded, 2 sets are ordered for FHWA
- to notify the appropriate parties by email that the revision has been done and is located in Falcon/Web Suite under UPC # and/or Bridge Plan Number

In addition to the Special Order and FHWA, only hard copies are sent to the Residencies (no Contractors) for Pre-Award Revisions by the process of the Form LD405 (Print Distribution Chart).

(See Road Design Manual, Chapter 2G, Section 2G-13 – CONSTRUCTION PLAN REVISIONS for further information)

<http://www.extranet.vdot.state.va.us/locdes/Electronic%20Pubs/2005%20RDM/chap2g.pdf>