

July 10, 2001

INSTRUCTIONAL BULLETIN NO. 2001-14

SUBJECT: Revisions to Plans
EFFECTIVE DATE: July 6, 2001
SUPERCEDES: None
RE: Chapter 4 of the Plan Preparation Guide

This bulletin is intended to be used as a guide for designers who are making changes to plans throughout the lifecycle of the plans. This lifecycle consists of two phases, Right-of-Way and Construction. This bulletin will discuss the current policies used by the SCDOT Road Design Operations Center. The purpose of this bulletin is to add the following new section to the end of Chapter 4 of the SCDOT Road Design Plan Preparation Guide 2000.

8. Revisions to Right-of-Way and Construction Plans

Right-of-Way Phase:

Plans are prepared for the SCDOT to acquire right-of-way. The Road Design Operations Center (Operations) receives these right-of-way plans. Copies of these plans are then submitted to the SCDOT Right-of-Way Office (ROW) to begin the acquisition of right-of-way. The original plans are returned to the Design Groups to be updated during the right-of-way acquisition phase and completed for the Construction Phase.

The following table shows the copies and distribution for the initial distribution of Right-of-Way Plans:

PRIMARY PROJECTS WITHIN A CITY OR TOWN
2 large sets with cross sections to SCDOT ROW
5 large sets without cross sections to SCDOT ROW
1 small set with cross sections to SCDOT ROW
4 small sets without cross sections to SCDOT ROW
1 large set with cross sections to SCDOT Utilities Office
1 large set without cross sections to SCDOT District Office
1 large set with cross sections to SCDOT Railroad (if applicable)

PRIMARY PROJECTS NOT WITHIN A CITY OR TOWN
2 large sets with cross sections to SCDOT ROW
4 large sets without cross sections to SCDOT ROW
1 small set with cross sections to SCDOT ROW
4 small sets without cross sections to SCDOT ROW
1 large set with cross sections to SCDOT Utilities Office
1 large set without cross sections to SCDOT District Office
1 large set with cross sections to SCDOT Railroad Coordinator (if applicable)

At this point the acquisition of right-of-way begins. The Road Design Groups continue to complete the plans for construction. In developing the plans for the construction phase, it is the responsibility of the Design Group Coordinator to track all changes or revisions to the plans after the initial submittal which will effect the right-of-way acquisition. For example, while the drainage plans are being reviewed, perhaps an additional outfall location is required. This will initiate a right-of-way revision. It will be necessary to send out copies of the revised sheets so that all current plan holders are aware of the changes, especially those who are acquiring right-of-way or obtaining permissions for the construction. Changes to the plans which will not effect the right-of-way process are not sent out.

These revised sheets, which are prepared in accordance with the SCDOT Road Design Plan Preparation Guide 2000, are then delivered to ROW by Operations. The following table shows the number of copies delivered for distribution:

PRIMARY PROJECTS WITHIN A CITY OR TOWN
9 large and 8 small copies of the revised sheets to SCDOT ROW
PRIMARY PROJECTS NOT WITHIN A CITY OR TOWN
8 large and 7 small copies of the revised sheets to SCDOT ROW

It is important that every revised sheet contain a note in the revision box (or upper right hand corner of sheet if no revision box) which includes the date, initials of the person making the change, and a brief description and location of the change, so that anyone who receives a copy of the revised sheet can easily see what has changed from the original sheet.

This process continues until the plans are completed for construction. The completed plans are now called bid plans or final construction plans. The bid plans are received and processed by Operations for a highway letting.

Construction Phase:

After the letting, the bid plans are filed in the SCDOT Road Design Plans Storage office. A copy of the original bid plans is stored electronically by the SCDOT Road Design Engineering Reproduction Services department.

After the award of the project, it may be necessary to make changes or revisions to the bid plans. Once a change is made, the bid plans are now called working plans. Changes to the working plans are made by the responsible Design Group. Revised sheets are provided to Operations by the appropriate Design Group. Operations makes the following copies for the SCDOT Construction Office for distribution:

ALL PROJECTS
6 large and 3 small copies of the revised sheets to SCDOT Construction Office

If the change will effect right-of-way or a property owner, then the revised sheets are also sent to ROW for distribution as follows:

PRIMARY PROJECTS WITHIN A CITY OR TOWN
9 large and 8 small copies of the revised sheets to SCDOT ROW
PRIMARY PROJECTS NOT WITHIN A CITY OR TOWN
8 large and 7 small copies of the revised sheets to SCDOT ROW

It is important that every revised sheet contain a note in the revision box (or upper right hand corner of sheet if no revision box is provided) which includes the date, initials of the person making the change, and a brief description and location of the change, so that anyone who receives a copy of the revised sheet can easily see what has changed from the original sheet. Also, a note stating "CONSTRUCTION CHANGE - SHEET PROVIDED AFTER LETTING" should be placed on each revised sheet in accordance with the SCDOT Road Design Plan Preparation Guide 2000.

The revised sheets are scanned by Engineering Reproduction Services. It is important to maintain an up to date scanned copy of the working plans. Requests for copies of plans are submitted to the Plans Storage office by numerous personnel from within and outside the agency. It is vital that the copies they receive are current and match all other copies of the working plans. As revisions are made, the ERS Manager adds a note to the title sheet of the working plans ("Working Plans as of DD/MM/YY") to record the revisions contained in the working copy.

The original hard copies of the revised sheets are then returned by Operations to the Road Design Groups to be inserted into the hard copy of the working plans which are then returned to Plans Storage.

This process continues until the project is complete. The working plans then become the final set of "as designed" plans. These plans incorporate the original bid plans with all of the revisions made and approved by the designer. This set is filed in the SCDOT Road Design Plans Storage office.

The set that is stored in Plan Storage is not an "as-built" set. The "as-built" plans are completed by SCDOT District personnel or the Contractor and submitted to the Final Plans Section of the SCDOT Director of Construction Office where they are filed and stored. It is important to note that the designer cannot be responsible for all changes or revisions to plans. During the construction of the project, the resident engineer assumes responsibility for changes that arise to meet field conditions. It is the responsibility of the resident engineer to track and record these changes on the "as-built" plans. Changes by the field offices are not sent to Operations for copying, distribution, scanning, etc.

Approved: _____
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ESE:jwk

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