



South Carolina
Department of Transportation

September 17, 1998

INSTRUCTIONAL BULLETIN NO. 98-9

SUBJECT: Road Plans Revisions - Updated
EFFECTIVE DATE: September 16, 1998
SUPERSEDES: Instructional Bulletin 98-4 - "Road Plan Revisions"
RE: None

Currently, as a project nears its letting date, necessary changes may be made to the road plans. Changes are usually minor; therefore, in order to facilitate getting the plans printed for disbursement to prospective bidders, the changes are made by hand. In the future, all plans will be returned to the design group for changes to be made by using CADD prior to printing. These changes must be made promptly and take priority above any other project.

Changes to plans after the let date should be made by CADD and revised sheets will replace existing sheets in plans. The existing sheets will be removed and placed upside down in the back of the plans. Due to signatures, the title sheet should not be replaced. If you need to make any changes to the title sheet, you should confer with the Operations Center. The Summary of Estimated Quantity Sheet should never be revised. Additional or deleted quantities necessary for the revisions should be shown on the affected plan sheet. If the revision involves more than one plan sheet, revised quantities may be shown on any of the revised sheets with a note on the other sheets referencing that sheet. When there is not ample room on the revised sheet(s), revised quantities may be shown on the General Construction Note Sheet. Place a note on the revised sheet(s) referring to the revised quantities on the General Construction Note Sheet.

Generally, within six months after the letting, the CADD files will be archived by CADD Support. Right of way recorded information such as dates recorded, types of deed, etc. placed on the plans are not required to be updated in the CADD files for archiving.

A form called "Plan Revision Authorization" (updated copy attached) will be used to communicate and document all design and project information changes to be made to the plans after the plans have been sent to Right of Way. This form will be maintained in the design group's project file. The revisions will be completed by the design group as authorized by the program/project manager. The revisions will be noted on the respective plan sheets with the date and the printed initials of the authorizing program/project manager applied by the design group. No signatures or hand written initials will be placed on the plan sheets. All revisions authorized by a program/project manager must be made on a properly executed "Plan Revision Authorization" form.

Approved: _____

E. S. Eagle
Road Design Engineer

ESE:adf

Attachment

cc:

Federal Proj. Dev. Engr. Pratt
"C" Proj. Dev. Engr. Kneec

