



# INTEGRATED PROJECT DELIVERY (IPD)

a CULTURE where we PROMISE  
what we are GOING TO DO and  
DELIVER what we PROMISE.

— NCDOT's Project Delivery Vision

## PDN Post-Letting Guidance

To accompany the rollout of version 1.0 of NCDOT's Project Delivery Network (PDN), the team has included two post-letting activities for use on current and future project construction phases:

- 1) 5CS1: Construction Revisions
- 2) 5UT1: Utility Construction Support

These activities are meant to document a general process for developing and finalizing construction revisions or providing the necessary utility support during the construction phase. Further details for each activity are included in the respective reference links.

Additional post-letting activities are currently in development and will be incorporated into subsequent versions of the PDN.

# 5CS1 Construction Revisions

## Overview

Incorporate construction revisions into the latest version of the Let Plans to address identified field issues and to efficiently update the plans, so construction work can continue to move forward using the latest design information.

## References

- [Roadway Design Manual](#) (*In Development: The manual is in the process of being updated.*)
- [Construction Revision Process Memorandum](#)
- [Construction Revision Distribution Memorandum](#)

## Deliverables

Deliverable	Task	Responsible Party		
		Activity Leader	Additional Support	
		Project Manager	Roadway Design Lead	Other Unit Design Leads (as identified)
Construction Revision	<ul style="list-style-type: none"> <li>▪ Update the Plans</li> <li>▪ Complete the Construction Revision Package</li> </ul>	X	X	X
Updated Quantities	<ul style="list-style-type: none"> <li>▪ Update the Quantities and Special Provisions</li> </ul>	X	X	X
Updated Special Provisions (if applicable)	<ul style="list-style-type: none"> <li>▪ Update the Quantities and Special Provisions</li> </ul>	X	X	X
Revision Letter	<ul style="list-style-type: none"> <li>▪ Complete the Construction Revision Package</li> </ul>	X		

## Request a Construction Revision

When a potential construction revision is identified, the Division representative (typically the Resident Engineer) sends a revision request to the Project Manager. Throughout the construction revision process, the Project Manager is to coordinate with the Division representative/Resident Engineer regarding completion timelines and to ensure the revisions will meet expectations in the field.

## Update the Plans

Upon receiving the request, the Project Manager coordinates with the requestor to understand the reason for the change and to determine next steps in completing the revision. This typically includes identifying the:

- Background details that led to the request
- Limitations involved
- Expectations and next steps (e.g., timing for processing the request, process to revise the plans)

The Project Manager considers both the complexity of the revision and timing for completing the work to direct the affected Design Leads on how to revise the current version of the Let Plans. The Project Manager leads the coordination efforts and establishes the deadlines to revise, review, and comment on the construction revision.

- For a simple revision, the Roadway Design Lead modifies the current Roadway Design Plans, allowing time for all affected Design Leads to review and comment on the proposed changes. The Roadway Design Lead incorporates any comments/recommendations into the plans. Additional coordination may be needed to resolve any issues or conflicting information.
- If major revisions are needed, the Project Manager directs the affected Design Leads to revise their respective plans in parallel. Each Design Lead reviews the revisions, incorporating the changes into the Let Plans. Additional coordination may be needed to resolve any issues or conflicting information across the disciplines.

Typically, a construction revision package will be issued with updated information from all affected disciplines. The Project Manager coordinates with each Design Lead to determine when he/she is to provide their portion for inclusion. However, based on Division needs and time required to issue the construction revision, the Project Manager may elect to distribute submittals from the Design Leads separately.

When a construction revision triggers a change to the right-of-way or an easement, the Project Manager notifies the Division ROW Office that the current version of the Final ROW Series Plan Set needs to be updated. Any adjustments are included on both the Final ROW Series Plan Set and the Roadway Design Plan sheets. The Project Manager and Division ROW Office establish the deadline to acquire the new property based on when construction work is to occur in the impacted area.

## Update Quantities and Special Provisions

In addition to updating the Let Plans, all affected Design Leads are to:

- Update their quantities, providing the net quantity adjustment (+ or -) to the Project Manager.
- Revise any special provisions, as needed, that are impacted by the construction revision.

## Complete the Construction Revision Package

To complete the construction revision package, the Project Manager:

- Conducts a completeness check of the plans, quantities, and special provisions (if applicable). If the revision impacts a municipal or developer agreement, the Project Manager includes any engineering cost in the documentation.
- Uploads the files and PDFs for only the affected/modified sheets to the appropriate locations.
  - ♦ **Note:** The affected Design Lead creates the PDFs and seals their respective construction revision before uploading.
- Distributes a construction revision letter and right-of-way revision letter (if applicable) to the appropriate parties.

Contract Standards and Development or the Division Contracting Office distributes the revised plans in accordance with the process detailed in the *Construction Revision Distribution Memorandum*.

# 5UT1 Utility Construction Support

## Overview

Support project construction by coordinating with utilities and reviewing utilities submittals to ensure relocations are completed on time and submittals are reviewed for compliance.

## References

- [Utility Policy Manual](#)
- [Policies and Procedures for Accommodating Utilities on Highway Rights of Way](#)
- [Standard Specifications for Roads and Structures](#)

## Deliverables

Deliverable	Task	Responsible Party	
		Activity Leader	Additional Support
		Utility Design Engineer	Utilities Coordinator
Submittal Review Letter	<ul style="list-style-type: none"> <li>▪ Review Utilities Materials Submittals</li> </ul>	X	X

## Continue 4UT2 (as necessary)

The Utilities Coordinator and Utilities Design Engineer continue the tasks of 4UT2 after let, until all utility-constructed relocations are complete.

## Review Utilities Materials Submittals

The Utilities Design Lead reviews all submitted utility shop drawings and catalog cuts for compliance with the *Standard Specifications for Roads and Structures* and the project’s Special Provisions. The Utilities Design Lead submits a Submittal Review Letter to the Project Manager and Resident Engineer, approving or rejecting each utility submittal.