




STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

ROY COOPER
GOVERNOR

J. ERIC BOYETTE
SECRETARY

MEMO TO: Roadway Design Unit
Division Engineers
Division Project Delivery Engineers
Environmental Analysis Unit
Transportation Mobility & Safety
Contract Standards and Development
Division Construction Engineers

Structures Management Unit
Construction Unit
Hydraulics Unit
Project Management Unit
Roadside Environmental Unit
Utilities Unit
Project Managers

FROM: Christopher M. Werner, PE 
Director of Technical Services

DATE: February 11, 2021

SUBJECT: Construction Revisions

The Post-Letting Construction Revision Guidance was developed to provide guidance to the Department on how to incorporate construction revisions into the Let Plans. This guidance shall be followed when submitting construction revisions on Central and Division LET projects.

The [Post-Letting Guidance](#) is information prepared after the roll-out of the Project Delivery Network (PDN) Version 1.0 and will be incorporated in the next version of the Project Delivery Network. Similar to information included in the PDN Version 1.0, additional refinements to the Post-Letting Guidance will be incorporated in future versions of the PDN, based upon user input.

This policy will clarify the responsibilities of the Division representative (typically the Resident Engineer), Project Manager (or representative), Design Leads, Records and Document Management, and Division Proposals Engineer. A brief outline of the process is as follows:

1. The Division Representative will submit the construction revision request to the Project Manager.

2. The Project Manager will coordinate with the Division Representative and the affected Design Leads regarding the proposed construction revision to establish a plan of action as well as a timeline for completion. NCDOT Technical Units should be contacted as needed for projects designed by private consultants.
3. The Design Leads will make the necessary plan revisions and update any quantities and special provisions that are impacted by the construction revision.
4. The Design Leads will place any documentation and revised files into the discipline specific library on the projects Preconstruction SharePoint site and notify the Project Manager that the revisions have been completed. The Design Lead will also notify the Project Manager of the location of the revised files (preferably as a hyperlink in the notification email).
5. The Project Manager will conduct a completeness check of the plans, quantities, and special provisions (if applicable). If the revision has been completed by a private consultant, the Project Manager will submit a draft construction revision letter and the revision to the applicable NCDOT Technical Unit for review (if applicable). A template of the Project Management Unit's Construction Revision form letter can be found [here](#). The construction revision letter should provide the location of the revised plan files as a hyperlink in the body of the letter.
6. When the NCDOT Technical Units provide comments, the Project Manager will coordinate with the Design Leads to address any required changes to the construction revision. The timeframe for completing a revision is dependent on the scope of the revision. The Project Manager will coordinate with the Design Leads to ensure that the revisions are completed in a timely manner.
7. Once all revisions have been made, the Project Manager should confirm that the revised files and documentation have been uploaded to the projects SharePoint site and that all comments have been satisfactorily addressed.
8. On Centrally LET projects, the Project Manager will distribute the final construction revision letter to Records and Document Management by submitting an email to printshopccb@ncdot.gov and copying the Division Representative. On Division LET projects, the Project Manager will distribute all documentation to the Division Proposals Engineer.
9. Records and Document Management or the Division Proposals Engineer will update the files in the Let Plans folder and distribute the Construction Revision.

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In the past, drainage summary sheets were typically not updated during the construction revision process. The Hydraulics Unit has developed a simplified drainage summary for use during the construction revision process. A copy of the simplified drainage summary sheet can be found [here](#). The Hydraulics Design Lead will have an option of using the simplified drainage summary sheet (preferred) or revising the existing drainage summary to address minor changes in the Let Plans.

If you have any questions regarding the Construction Revision process, please contact Roger Kluckman, PE, Specialty Functions and Support Services Group Lead at 919-707-6233 or via email at rkluckman@ncdot.gov.

CMW/rck

ec: Ronnie Keeter, PE
Matt Clarke, PE
Brad Hibbs (FHWA)
Chris Peoples, PE