Cedar Rapids Public Works Department
Standard Operating Procedure

Procedure Name: Design Updates		Approved By: Taylor Burgin	
Original Author(s): Jennifer Selby		Original Date Issued: 02/05/2021	
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Published Locations (manuals/websites/etc.): Project Development and Management Manual – After any revisions to this document, replace the obsolete version stored on this webpage			

Purpose:
To summarize and document the process for tracking and distributing changes that are made to the plans after they are filed and sent to the printer for bidding, including addenda.

Procedures:
1. As soon as a change occurs to a plan sheet (this may occur as early as during the bidding process or not until construction begins), the Construction Project Manager (CPM) shall be responsible for updating the plan set.

2. The Project Manager will receive updated plan sheets from the Design Engineer and will save them as "YYMMDD [Description]" in the CONTRACT > DESIGN UPDATES folder. *Example: 210118 K.01-K.03.pdf*

3. The Project Manager will send an email to the Construction Project Manager (CPM) notifying them of the updated plan sheets, including a hyperlink to the updated plan sheets in the CONTRACT > DESIGN UPDATES folder.

4. The CPM will log all plan sheets received in the Design Update Log. Save the log as "[Project No] DESIGN UPDATES" in the CONTRACT > DESIGN UPDATES folder.
   a. File Name – see naming convention above
   b. Contents – list updated sheets
   c. Changes – brief description of what and why
   d. Dates – note the following dates
      i. Received (from the Project Manager)
      ii. Sent to Contractor and Inspector

        iii.   Electronic plan set updated

5. The CPM will update the plan set to include any modified or new plan sheets.
    a. Open the "[Project No] YYMMDD CURRENT PLANS.pdf" in the CONTRACT > DESIGN UPDATES folder.
    b. Replace any modified plan sheets and/or insert any new plan sheets and save.
    c. As additional changes are made to the plan set, overwrite the "CURRENT PLANS" and update the date in the file name.