



Stage 6: Construction Changes/Revisions Guidance Document

The following document is for guidance purposes only. The Applicant shall read and understand the relevant references listed below.

Description

Stage 6 is the step in the review process that includes the provision for construction changes and/or revisions.

Construction changes and/or revisions are only applicable to significant project field changes when public infrastructure is involved. Stage 6 is submitted in the Engineering ProjectDox portal. These reviews take place prior to installation of changes.

Stage 6 is only applicable for construction changes that significantly change the approved plans or design reports, placement/location, or function of the infrastructure. Some examples include but are not limited to main relocations and significant main elevation adjustments; adjusting or adding infrastructure elements to the scope of work such as valves, fire hydrants, manholes, and inlets; changes to the streetscape such as curb adjustments, sidewalk adjustments, significant surfacing changes; and/or lighting additions/relocations.

General Information

When does this stage take place?

Stage 6 occurs when a significant change to the approved plans as described above is discovered any time after the infrastructure plans are approved.

What else is there to know about construction changes?

The EOR (Engineer of Record) shall contact the City review Engineer when a significant change is discovered to determine if the change requires Stage 6 review. If Stage 6 review is required City staff will create a new ProjectDox workflow for the EOR to upload applicable drawings and documents.

It should be noted that City approval of the construction revision should be obtained before the changes are implemented on-site. Any changes implemented onsite before change or revision approval is received are at the risk of being removed and replaced at the discretion of the City.

Once approved, the EOR is responsible to oversee and administer the implementation of construction changes in accordance with the DSSP infrastructure practices. All infrastructure must be installed, tested, and included on record drawing sets.

Applicant Actions

- Contact the assigned City review Engineer concerning significant field changes.
- Upload and submit updated plan drawings and documents detailing the construction changes to the engineering Project Dox portal.
 - Please consider file naming and organization when submitting changes. The City will combine the changes in Stage 5 with the previously approved plans set and drawings for Stage 3.
 - When uploading new versions of previously submitted drawings or documents please name them the same as the previously submitted file.
 - If a new sheet needs to be inserted between sheets 004 and 005, for example, the new sheet can be named 004A to maintain the desired order of the files.
- Respond to and make corrections required throughout the review.
- After review and approval is received for the submitted drawings and documents, implement the approved changes onsite.
- Keep detailed record of the installation, testing and locations of all approved construction changes.

City Actions

- Once the EOR contacts the City review Engineer, the City review Engineer will create a project specific workflow for the construction change within the existing infrastructure project.
- The City review engineer will review the submittal. If corrections are required, the submittal will be returned to the applicant.
- Once the City review engineer approves the infrastructure, stamped plans will be uploaded to the “Approved” folder in ProjectDox.

Relevant References

- City of Bozeman Design and Construction Standards
- City of Bozeman Modifications to Montana Public Works Standard Specifications
- Bozeman Municipal Code
- Department of Environmental Quality (DEQ) Circulars 1 and 2
- Montana Public Works Standard Specifications (MPWSS)

The most recently adopted versions of the City Water and Wastewater Facilities Plans shall govern sewer and water trunk main design and sizing. The *Stormwater Master Plan* and *Transportation Master Plan* shall govern their respective service area issues.

Next Steps

The Applicant will proceed to Stage 7 of the Engineering Infrastructure Review Process, “Pre-Pavement Walk-through.”

The EOR shall notify the City review Engineer when the project is ready for Stage 7 Pre-Pave Walkthrough, if applicable, or Stage 8 Final Walkthrough when Stage 7 is not applicable.

City of Bozeman Contact Information

Department of Transportation & Engineering
20 East Olive
Bozeman, Montana 59715
406-582-2260