Florida’s Turnpike Enterprise (FTE)
Shop Drawing Review Process for Design Build (Non-Conventional) Projects

General:

The information outlined within this document, depicts a portion of Florida’s Turnpike Shop Drawing Review Processes which includes guidelines, protocols and requirements. For more detailed information, please reference the following documents:

Turnpike’s Plan Preparation and Practices Handbook Volume I, Chapter 28
http://www.floridasturnpike.com/design/prod_design/tppph/tppph.html

http://www.dot.state.fl.us/rddesign/PPMManual/PPM.shtm

Material certifications, welding procedures, and concrete mix designs are typically submitted by the Contractor to the Resident Engineer (CEI), who forwards the certifications to the State Materials Engineers in Gainesville. These items do not need to be submitted to the Department’s Shop Drawing Review Office for review and approval by the Engineer of Record (EOR). They are submitted through the ProjectSolve® system as Pre-Qualified submittals to the CEI for approval.

For non-standard items, the CEI will typically request approval by the EOR regarding applicability. Material certifications for items on the Approved Product List (APL) are typically submitted by the Contractor to the CEI thru ProjectSolve®. These items are cataloged in the Shop Drawing/Submittal Item List as “Pre-Qualified submittals”, which are routed directly to the CEI for review.
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**Shop Drawing/Submittal Item List:**

Prior to the submission of any shop drawings/submittals, the Contractor shall **submit a Shop Drawing/Submittal Item List**. The list is to be submitted in electronic format (excel spreadsheet, which will be provided by the CEI to General Contractor), within 60 days of the start of construction operations.

**For each planned submittal, define the following: description of item, structure identification number, bridge number, location, identify Toll Gantry Structures by site location, specification section numbers and roadway divisions.** Adherence to the Shop Drawing/Submittal Item List (Schedule) is intended to allow for the planning of resources and to reduce the possibility of a large number of submittals being forwarded for review concurrently. Reference the attached flow chart which depicts the review coordination of the shop drawing/submittal item list. Note to Contractor: ensure that submission of item list is submitted in ample time as outlined in Standard Specifications to accommodate this flow. The Contractor shall submit the list to the CEI.

**Electronic Submission of Shop Drawings:**

1. Prior to submission of the shop drawing electronically, the Design-Build Contractor shall consecutively number each sheet of the submittal and indicate the total number of sheets within the series (i.e., 1 of 12, 2 of 12……12 of 12). Include on each sheet the following items as minimum requirement: FPID, Bridge Number(s), drawing title and number, title block showing the names of the fabricator or producer and the Design-Build Contractor for which the work is being done, initials of the person(s) responsible for the drawing, the date on which the drawing was prepared, the location of the item(s) within the project, the Design-Build Contractor’s approval stamp with date and initials, and when applicable, the signature and engineering seal of the Specialty Engineer or Design-Build Contractor’s Engineer of Record. A resubmittal will be requested when any of the required information is not included.
Stamp and initial each drawing, page, cut sheet, etc. of the submittal, indicating it has been reviewed for compliance with the contract plans and specifications. Any comments or markings provided by the Design-Build Contractor or subcontractor shall be in blue or black ink. In the case there is no place for the stamp on the front, please stamp the back side of each sheet, indicating the page number (i.e., back of page 1 of 6). Ensure that this page is also scanned in .pdf.

2. Submit Shop Drawing/Submittals electronically by utilizing Florida’s Turnpike Enterprise Construction Management’s internet website, ProjectSolve®. Assign a unique submittal number to the Shop Drawing. Contact Florida’s Turnpike Enterprise Shop Drawing Review Office for assistance with access to website.

3. Shop drawings shall be scanned in .pdf, using 300 dpi resolution and in 8-bit up to 24-bit color. Once the Design-Build Contractor has uploaded the shop drawing to ProjectSolve®, the Design-Build Architect of Record (AOR)/Engineer of Record (EOR) will be notified via email that a shop drawing has been submitted for their review, the CEI is copied on this email notification.

Design-Build AOR/EOR reviews the shop drawing and notes comments in red, and stamps every sheet with the disposition (“APPROVED”, APPROVED AS NOTED”, “RESUBMIT” OR “NOT APPROVED”), include initials and date. Each item must have one disposition review stamp, multiple dispositions on the same sheet is prohibited. Additional comments may be added where they apply, under the stamp or in an attached Memorandum. Please note: Stamping must be incorporated in red and include reviewer’s initials, date and code disposition.

Design-Build AOR/EOR receives shop drawing from Design-Build Contractor, “electronically”. It is the responsibility of Design-Build AOR/EOR to verify the Design-Build Contractor’s shop drawing submission has been submitted in complete format. Failure to do so will constitute the submission as incomplete and FTE will route shop drawing back to Design-Build AOR/EOR to coordinate corrections.
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4. Shop drawings shall be no larger than 11” x 17”, (plotted in 11” x 17” format). For plotting requirements, please refer to *FDOT CADD Manual*. The website can be found at:  

5. If the shop drawing consists of samples, as outlined in the Contractor’s shop drawing item list, the Contractor shall submit three (3) samples for proper processing, in addition to the number of samples needed by the Contractor. The Contractor is required to stamp the samples, include FPID and their Shop Drawing Submittal Number. Initiate the shop drawing review process through ProjectSolve®, by uploading their transmittal letter and indicate in the “Comment” area on the shop drawing module page, samples have been forwarded to the AOR/EOR via Overnight Courier Service. The AOR/EOR shall confirm in the “Comment” area in ProjectSolve®, stating they are in receipt of samples.

Design-Build AOR/EOR reviews the samples, incorporates their stamp and forwards all samples to Florida’s Turnpike Enterprise Shop Drawing Review Office with the appropriate code disposition.

Color should be either to match existing, or if Design-Build AOR/EOR is responsible for choosing the color, it should be noted. Structural and other discipline’s portion should be reviewed by the appropriate Design-Build AOR/EOR and other disciplines as appropriate.

Once the shop drawing has been processed, Florida’s Turnpike Enterprise Shop Drawing Review Office will provide, if allotted number of samples are provided, one (1) sample original to the Design-Build AOR/EOR, one (1) to the CEI and Florida’s Turnpike Enterprise Shop Drawing Review Office will retain one (1) for their files. Any remaining samples will be provided to the Design-Build Contractor.

If samples include Manufacturer, Product Name and Product Number, it is acceptable for the Contractor to scan the data and upload to ProjectSolve®. These pages need to be stamped as well. It will be at the discretion of the Department, if submissions of original samples are required. The Contractor shall coordinate with Florida’s Turnpike Enterprise Architectural Department prior to the submission.
6. **Stamping Requirements for Signed/Sealed Calculations and Shop Drawings:**

   For Contractor-Originated Design or items which require design and drawing preparation of components, systems or installation methods and equipment for specific temporary portions of the project work or for special items of the permanent work not fully detailed in the plans and require to be furnished by the Design-Build Contractor, a Specialty Engineer must sign and seal each drawing, as well as the cover sheet of any design calculations.

   **Prior to** Design-Build Contractor **uploading shop drawing to** ProjectSolve®, **ensure the seal (rubber ink stamped or embossed) is legible in the scanned image. Failure to do so will constitute the submission as incomplete and shop drawing will be routed back to Design-Build AOR/EOR to coordinate corrections with** Design-Build Contractor.

   It is acceptable for the Design-Build Contractor and the Design-Build AOR/EOR to stamp the cover page of the calculations only and stamp each sheet of the shop drawing.

7. Design-Build Firm shall not use shop drawings for obtaining clarification regarding contract plans or specification requirements.

   At the time of each submission, the Contractor shall have given specific written notice, along with an itemized list of all deviations/variations from the Contract Plans and Specifications, in a transmittal letter along with the Shop/Erection Drawing submission. In addition, the drawings shall contain a specific notation which explicitly and prominently calls out any deviations. Approval of Shop/Erection Drawing will not constitute nor be considered grounds for approval of a variation in which the project requirements are affected unless specifically indicated as such and noted on the shop drawing, by the AOR/EOR and/or the Department’s approval comments as returned with the shop drawing submittal to the Design-Build Contractor.

   Design-Build Firm’s request for contract change in time, scope, cost, design, material or product type, specification requirements and/or remedial design for correction construction/fabrication deficiencies, shall not be submitted as a shop drawing, but shall be submitted in proper format to the CEI for further handling and processing.
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8. The Department will overview all shop drawings. Upon review of these shop drawings, the Department’s reviewer will indicate the disposition by stamping the sheets, sign and date shop drawing.

The Florida’s Turnpike Enterprise Shop Drawing Review Office will route the shop drawing to the CEI, who shall stamp the drawings, electronically, “Released for Construction” or “Released for Construction As Noted”, initial and date. Shop drawings which are stamped “Resubmit”, by the AOR/EOR will not be routed to the CEI for stamping.

CEI will route the shop drawing back to the Florida’s Turnpike Enterprise Shop Drawing Review Office for final processing back to the Design-Build Contractor.

**Welding Procedures Specification Reviews (WPS)**

The review process for welding procedures specifications (WPS) will be per the Materials Manual, Chapter 11 Steel and Miscellaneous Metal Products, Section 11.2 Welding Procedures Specification Review and Approval Process, link below:


WPS shall not be submitted as a shop drawing through ProjectSolve®.

**Florida’s Turnpike Enterprise Shop Drawing Review Office**

(Address for Courier Services)

**Florida’s Turnpike Enterprise Headquarters**  
Shop Drawing Review Office – Transportation Development, Room 3115  
MP 263, Florida’s Turnpike  
(Building 5315 Turkey Lake Service Plaza)  
Ocoee, FL 34761

(Address for U.S. Mail)

**Florida’s Turnpike Enterprise Headquarters**  
Shop Drawing Review Office – Transportation Development, (Building 5315), Room 3115  
P.O. Box 613069  
Ocoee, FL 34761  
Tel: 407.532.3999  
Fax: 407.822.5851
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**ProjectSolve™ - Florida’s Turnpike Enterprise Shop Drawing Website**

Shop Drawings can be tracked daily by utilizing ProjectSolve™. Contact Florida’s Turnpike Enterprise Shop Drawing Review Office for assistance with access to website.

The purpose of ProjectSolve™ is to provide the Design-Build Contractor, CEI, Design-Build AOR/EOR, Project Managers, Construction Managers and Turnpike Management with up-to-date information/latest status of the Construction Project, whether it be related to shop drawings, RFIs, correspondence or MOT Notifications for every ongoing/active construction contract. It will serve as a tracking tool for project related documents and assist in expediting the construction process.

Visit the following website for Florida’s Turnpike Enterprise general shop drawing requirements and useful information for all project personnel.

[http://design.floridasturnpike.com/prod_design/shopdrawings/shopdrawings.html](http://design.floridasturnpike.com/prod_design/shopdrawings/shopdrawings.html)

**ProjectSolve™ Administrator**

Robert Laurence, Network Systems Manager
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FTE Design Build (Non-Conventional) Shop Drawing Routing Chart

Start → Subcontractor, Suppliers, Fabricator

Design-Build General Contractor
Initiates Shop Drawing electronically thru ProjectSolve™

FTE Shop Drawing Review Office
Routes to CEI for stamping

Turnpike’s Reviewer
Reviews shop drawing and returns it to the FTE Shop Drawing Review Office

Resident Engineer (CEI)
CEI receives email notification from ProjectSolve® and reviews shop drawing. Reviewed shop drawing is routed to FTE upon completion. CEI is copied on email notification as well

FTE Shop Drawing Review Office
FTE submits final processed Shop Drawing thru ProjectSolve®

FTE Shop Drawing Review Office
Receives shop drawing and routes to Turnpike’s Reviewer

End

Email Notifications are sent to all interested parties:
Design-Build Architect of Record/Engineer of Record:
Design-Build General Contractor:
Construction Engineering Inspection Firm (CEI):
Florida’s Turnpike Construction Project Manager:
Welding Inspection Firm – if applicable:
Structural Coating Inspection Firm – if applicable:
FDOT District Precast Inspector – if applicable:

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