

FLORIDA'S TURNPIKE ENTERPRISE SHOP DRAWING REVIEW PROCESS FOR DESIGN BID BUILD PROJECTS

SHOP DRAWING PROCEDURES FOR CONTRACTOR

Schedule of Shop Drawings

Prior to the submission of any shop drawings, the Contractor shall **submit a Shop Drawing/Submittal list**. The schedule shop/erection drawings shall be submitted in electronic format (excel spreadsheet, which the CEI will provide to the Contractor). **For each planned submittal, define the following; description of item, location, specification section numbers and roadway divisions, if applicable.** The Contractor shall submit the schedule to the CEI, for verification.

Electronic Submission of Shop Drawings

1. Prior to submission of the shop drawing electronically, the Contractor shall consecutively number each sheet of the submittal and indicate the total number of sheets in 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 Numbers(s), identify the Toll Gantry Structure (i.e. SG TES1, SG TES 2A, SG TES 2B, etc.), drawing title and number, title block showing the names of the fabricator or producer and the Contractor for which the work is being done, initials of the persons(s) responsible for the drawing, the date on which the drawing was prepared, the location of the item(s) within the project, the Contractor's approval stamp with date and initials, and when applicable, the signature and engineering seal of the Specialty Engineer. A resubmittal will be requested when any of the required information is not included.

Stamp (in blue or black) 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 Contractor 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 Portable Data Format (.pdf).**

2. Submit Shop Drawings/Submittals electronically by utilizing **Florida's Turnpike Enterprise Construction Management's internet website, *ProjectSolve***, <https://ww2.projectsolve2.com>. Assign a **unique submittal number** to Shop Drawing.
3. **Shop drawings shall be in Portable Data Format (.pdf), scanned using 300 dpi resolution and in 8-bit up to 24-bit color.** Once the Contractor has uploaded the shop drawing to ***ProjectSolve***, the AOR/EOR will be notified via email that a shop drawing has been submitted for their review, the CEI, is copied on this email notification.
4. If the shop drawings consist of samples, 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 and initiate the shop drawing review process through ***ProjectSolve***, by uploading their transmittal letter and indicating in the "Comment" area that they have forwarded the samples to the AOR/EOR via Overnight Courier Service. The AOR/EOR shall confirm in the "Comment" area in ***ProjectSolve*** that they are in receipt of samples.

Once the shop drawing has been processed, Florida's Turnpike Enterprise Shop Drawing Administration Office will provide, if allotted number of samples are provided, one (1) sample original to AOR/EOR, one (1) to CEI and Florida's Turnpike Enterprise Shop Drawing Administration Office will retain one (1) for their files. Any remaining samples will be provided to the 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 the Turnpike's Architectural Department prior to submission.

5. **Stamping Requirements for Signed/Sealed Calculations and Shop Drawings:**

For Contractor-Originated Design or for 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 required to be furnished by the Contractor, a Specialty Engineer must sign and seal each drawing, as well as the cover sheet of any design calculations.

Prior to Contractor scanning and 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 Contractor, Not Reviewed, and resubmittal will be required.

It is acceptable for the Contractor and the AOR/EOR to stamp the cover page of the calculations only and stamp each sheet of the shop drawing. Stamp in accordance with the Florida Board of Professional Engineers regulations as outlined at the following link: <http://fbpe.org/>.

The above process replaces the requirement of having to send an original signed/sealed shop drawing to the Department.

6. Shop drawings shall be no larger than 11" x 17" (plotted in 11" x 17" format). For plotting requirements, please refer to *FDOT CADD Production Criteria Handbook*, Chapter 3 and Chapter 6. Website is located at:

<http://www.dot.state.fl.us/ecso/downloads/publications/CriteriaHandBook>

7. Contractor shall not use shop drawings for obtaining clarification regarding contract plans or specification requirements. Such clarifications shall be submitted as a Request for Information (RFI) electronically through **ProjectSolve** or through coordination with CEI.
8. Contractor's request for contract change in time, cost, scope, design, material or product type, specification requirements and/or remedial design for correcting construction/fabrication deficiencies, shall not be submitted as a shop drawing, but shall be submitted in proper format to CEI for further handling and processing.

Contractor shall indicate on the shop drawings all deviations from the contract drawings and itemize all deviations in a letter and/or letter of transmittal as required by the specifications. Likewise, whenever a submittal does not deviate from the Contract plans, clearly state so on the shop drawing module page in **ProjectSolve** in the "Comment" area.

9. Shop Drawings shall bear AOR/EOR'S code disposition stamp. The Department will continue to overview those shop drawings deemed "Critical". A project specific list of "Critical" shop drawings will be developed by FTE Staff. Upon review of these shop drawings, the Department's reviewer will stamp, sign and date shop drawing.
10. AOR/EOR submits the shop drawing submission through **ProjectSolve** to Florida's Turnpike Enterprise Shop Drawing Administration Staff for final processing back to Contractor. The CEI, Construction Project Manager, Project Manager and AOR/EOR are also notified, via email when shop drawing has been final processed by Florida's Turnpike Enterprise.

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

<http://www.dot.state.fl.us/statematerialsoffice/administration/resources/library/publications/materialsmanual/index.shtml>

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FLORIDA'S TURNPIKE ENTERPRISE SHOP DRAWING ADMINISTRATION OFFICE

(Address for Courier Services)

Florida's Turnpike Enterprise Headquarters

Production Design Department
MP 263, Florida's Turnpike
(Building 5315 Turkey Lake Service Plaza)
Ocoee, FL 34761

(Address for U.S. Mail)

Florida's Turnpike Enterprise Headquarters

Production Design Department
(Building 5315)
P.O. Box 613069
Ocoee, FL 34761

Attn: Robin Hathaway, Shop Drawing Coordinator

Tel: 407.264.3426

Fax: 407.822.5821

Email: robin.hathaway@dot.state.fl.us

ProjectSolve - Florida's Turnpike Enterprise Shop Drawing Website

Shop Drawings can be tracked daily by utilizing **ProjectSolve** located at <https://ww2.projectsolve2.com>

The purpose of **ProjectSolve** is to provide the Contractor, CEI, 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, useful information and tips for all project personnel.

http://design.floridasturnpike.com/prod_design/shopdrawings/shopdrawings.html

ProjectSolve Administrator

Robert Laurence, Network Systems Manager
Florida's Turnpike Enterprise, Pompano Operations Building
Tel: 954.934.1146
Email: robert.laurence@dot.state.fl.us