

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

### SHOP DRAWING REQUIREMENTS FOR ARCHITECT OF RECORD/ENGINEER OF RECORD

1. Architect of Record (AOR)/Engineer of Record (EOR) shall familiarize themselves with the Plans Preparation Manual (PPM), Volume I, Chapter 28 and project specification's requirements. In addition, any deviations from the PPM processes are outlined in the Turnpike Plans Preparation and Practices Handbook (TPPPH), Volume I, Chapter 28.
2. AOR/EOR receives shop drawing from Contractor, "electronically", through Construction Management's website, **ProjectSolve**, located at: <https://ww2.projectsolve2.com>. Shop Drawings shall be submitted in Portable Data Format (.pdf) scanned using 300 dpi resolution and 8-bit up to 24-bit color. It is the responsibility of AOR/EOR to verify that the Contractor's shop drawing submission has been submitted in complete format as outlined in "Florida's Turnpike Enterprise Shop Drawing Review Process for Design Bid Build Projects for General Contractors". These procedures can be found at the following link: [http://design.floridasturnpike.com/prod\\_design/shopdrawings/GCElectronic%20Bid%20Build%20Procedure.pdf](http://design.floridasturnpike.com/prod_design/shopdrawings/GCElectronic%20Bid%20Build%20Procedure.pdf)

If the shop drawing is not submitted in complete format, AOR/EOR shall coordinate with the CEI and/or Contractor accordingly. AOR/EOR to make determination based on coordination with CEI/Contractor, if shop drawing is incomplete and shall be routed back to the Contractor for resubmission. AOR/EOR shall coordinate with Florida's Turnpike Enterprise's Shop Drawing Administration Office accordingly, to close out shop drawing.

If it is determined that the item submitted is either a QPL Item or product that should be reviewed by the CEI (examples: Reports, Testing Procedures, Mix Designs, Erection Plans or Certifications), please coordinate with the CEI to determine if the entry needs to be modified as a "Submittal". Once determined, contact Florida's Turnpike Enterprise Shop Drawing Administration Office to modify entry as a "Submittal" to be routed to the CEI for review.

3. AOR/EOR reviews the shop drawing and implements 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.

AOR/EOR **shall notify Florida's Turnpike Enterprise Production Project Manager if the shop drawing deviates from contract requirements**. Contractor shall indicate on the shop drawings all deviations from the contract drawings and itemize all deviations in a letter and/or a letter of transmittal as required by the specifications. Likewise, whenever a submittal does not deviate from the Contract Plans, contractor shall clearly state so on the shop drawing module page in **ProjectSolve** in the "Comment" area.

**Please note: Stamping must be incorporated in red and include reviewer's initials, date and code disposition.**

4. AOR/EOR has two options for implementation of stamping: either rescans the shop drawing depicting comments and stamping and uploads the shop drawing to **ProjectSolve** (see Item No. 2 for scanning requirements), or incorporates comments and stamps via Adobe Acrobat Professional. In the case that there is no place for the stamp on the front, please stamp the back side of each sheet, indicating the page number (example: back of Page 1 of 6). Ensure that this page is also scanned in Portable Data Format (.pdf). Once the shop drawing has been routed by AOR/EOR to the Florida's Turnpike Enterprise Shop Drawing Administration Office, they are notified, via email through **ProjectSolve**. *Please note: if shop drawing does not consist of proper stamping and/or page numbering (either by the Contractor or the AOR/EOR, the shop drawing will be routed back to the AOR/EOR for correction).*
5. If the shop drawing consists of samples, Contractor shall submit three (3) samples for proper processing, in addition to the number of samples needed by the Contractor. Contractor is required to stamp samples. Contractor shall upload their transmittal letter to **ProjectSolve**, and indicate in the "Comment" area that they have forwarded the Samples to AOR/EOR, via Overnight Courier Service. AOR/EOR shall confirm in the "Comment" area in **ProjectSolve** that they are in receipt of samples.

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

AOR/EOR reviews the samples, incorporates their stamp and forwards all samples to Florida's Turnpike Enterprise Administrative Office with the appropriate code disposition.

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. Contractor shall coordinate with the Turnpike's Architectural Department prior to submission.

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

If a Shop/Erection drawing submittal reflects any changes in the design and/or details of the Contract Plans, the Contractor shall have had a Specialty Engineer sign and seal each drawing as well as the cover sheet of any design calculations required in accordance with the Florida Board of Professional Engineers regulations as outlined at the following link: <http://fbpe.org/>.

AOR/EOR shall verify prior to Contractor scanning and uploading shop drawing to **ProjectSolve**, ensure that 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.** If this is the circumstance, please coordinate efforts with Florida's Turnpike Enterprise Shop Drawing Administration Office to route shop drawing back to Contractor for resubmission. It is acceptable for the Contractor to stamp the cover page of the calculations only and stamp each sheet of the shop drawings.

As the Architect of Record/Engineer or Record, when reviewing Signed and Sealed calculations and shop drawings, it is acceptable to incorporate the code disposition stamp on the cover sheet of the calculations. Each sheet of the shop drawings must be stamped by AOR/EOR.

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

7. Shop Drawings are required to be submitted in 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>
8. If shop drawings consist of Welding Procedures Specifications (WPS), review by AOR/EOR is not required. 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. Refer to following link:  
<http://www.dot.state.fl.us/statematerialsoffice/administration/resources/library/publications/materialsmanual/index.shtm>
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.

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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.

**FDOT TURNPIKE ENTERPRISE SHOP DRAWING ADMINISTRATION OFFICE**

(Address for Courier Services)

**FDOT 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)

**FDOT Turnpike Enterprise Headquarters**

Production Design Department  
(Building 5315)  
P.O. Box 613069  
Ocoee, FL 34761  
Fax: 407.822.5821

**Administrators**

Robin Hathaway  
Shop Drawing Coordinator  
407.264.3426  
Email: robin.hathaway@dot.state.fl.us

Karen Cree  
407.264.3405  
Email: karen.cree@dot.state.fl.us

Kirsten Levine  
407.264.3879  
Email: kirsten.levine@dot.state.fl.us

Marie Buffill  
407.264.3406  
Email: marie.buffill@dot.state.fl.us

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**ProjectSolve - Florida's Turnpike Enterprise Shop Drawing Website**

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

The purpose of **ProjectSolve** is to provide the Contractor, CEI, EOR/AOR, 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](http://design.floridasturnpike.com/prod_design/shopdrawings/shopdrawings.html)