

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

SHOP DRAWING PROCEDURES FOR DESIGN-BUILD CONTRACTOR AND AOR/EOR

Schedule of Shop Drawings

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

Electronic Submission of Shop Drawings

1. Prior to submission of the shop drawing electronically, 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 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 Design-Build 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 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 (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 Design-Build 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 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 Turnpike's CEI Representative 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 as outlined within this document. 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.

4. If the shop drawing consists of samples, Design-Build Contractor shall submit three (3) samples for proper processing, in addition to the number of samples needed by the Design-Build Contractor. Design-Build Contractor is required to stamp the samples and initiate the shop drawing review through ***ProjectSolve*** by uploading their transmittal letter and indicating

in the "Comment" area that they have forwarded the samples to Design-Build AOR/EOR via Overnight Courier Service. Design-Build AOR/EOR shall confirm in the "Comment" area in **ProjectSolve** that 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 Administrative 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 Administration Office will provide, if allotted number of samples are provided, one (1) sample original to the Design-Build AOR/EOR, one (1) to the Turnpike's CEI Representative and Florida's Turnpike Enterprise Shop Drawing Administration 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 Design-Build 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. Design-Build 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 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 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 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. 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. The website can be found at:
www.dot.state.fl.us/ecso/downloads/publications/CriteriaHandBook.
7. Any Design-Build Contractor's request for contract change in time, scope, cost, 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 the Turnpike's CEI Representative for further handling and processing.

Design-Build 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

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state so on the shop drawing module page in **ProjectSolve** in the "Comment" area.

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.

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

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

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, Turnpike Shop Drawing Coordinator

Tel: 407.264.3426

Fax: 407.822.5851

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

ProjectSolve - Florida's Turnpike Enterprise Shop Drawing Website

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

The purpose of **ProjectSolve** is to provide the Design-Build Contractor, Turnpike's CEI Representative, 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.

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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

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