



Florida's Turnpike Enterprise *Shop Drawing – Quick Reference Guide*

Prior to the submission of shop drawings, the General Contractor is required to submit their schedule of shop/erection drawings submittals. This schedule shall be submitted to the Turnpike Shop Drawing Review Group. This schedule is incorporated into the Shop Drawing Application, when the General Contractor submits shop drawings, they select from the list of schedule items to be submitted.

1. The Shop Drawing Transmittals Application

The Shop Drawing Transmittals log is a tool available for the use on Florida's Turnpike Enterprise Construction projects for tracking, storing and processing shop drawings.

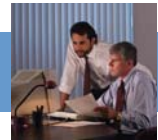
2. Accessing the Shop Drawing Transmittals Application

To access the Shop Drawing Transmittals application:

1. In the “My Project Solve” Page, Select the appropriate Project.
2. Click on the “Shop Drawing Transmittals” icon to access the application.



Shop Drawing Transmittals



3. Creating a Shop Drawing

To create a new Shop Drawing entry:

1. Click on the "Create Shop Drawing" link in the *List Shop Drawings* screen.
2. Select the contract which the shop drawing is associated with.

Shop Drawing Module

Create Shop Drawing

Next Cancel

Florida's Turnpike Enterprise

Shop Drawing

* Contract:

Financial Project #:

* Schedule Item:

Division:

* From:

Date:

Contractor Submittal #:

Date:


Description:

Program:

Project:

Spec Section/Pay Item #:

* Title:

* Reply Needed By:  (m-d-yyyy hh:mm)

3. Select "Schedule Item" from the pull down list, select item from list for shop drawing being submitted. Please note that only one item can be submitted at a time, submit each item as a separate shop drawing. If you are entering an item that was not on your list select "unspecified".

Shop Drawing Module

Create Shop Drawing

Next Cancel

Florida's Turnpike Enterprise

Shop Drawing

* Contract:

Financial Project #:

* Schedule Item:

Division:

* From:

Date:

Contractor Submittal #:


Description:

Program:

Project:

Spec Section/Pay Item #:

* Title:

* Reply Needed By:  (m-d-yyyy hh:mm)



4. Enter the required user-specified information (i.e., items identified with a red asterisk (*).)
5. If applicable, provide “Contractor Submittal #”, Description, include Spec Section and/or Pay Item Number which ever applies to the submittal and include Title of submittal.
6. Click the “Next” button.
7. Utilize the “Browse” button to add your scanned shop drawing. Please see additional handout on scanning your Shop Drawings.

Shop Drawing Module

Shop Drawing Attachments

Add Attachment Submit Shop Drawing

Shop Drawing Test-0039 has been created. Add attachments below and click "Submit Shop Drawing" when finished. To add multiple attachments, browse to a file, click "Add Attachment", and repeat. Do not click "Submit Shop Drawing" until you are finished adding attachments.

Current Attachments:
None

Browse...

8. Click the “Add Attachment” button to finalize the upload of the Shop Drawing to “Project Solve”.

Shop Drawing Module

Shop Drawing Attachments

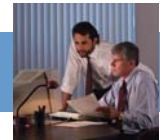
Add Attachment Submit Shop Drawing

9. Click “Submit Shop Drawing” to Route–Forward to appropriate party for review. Please note: once you press “Submit Shop Drawing” you will no longer be able to edit the Shop Drawing or add attachments.

Shop Drawing Module

Shop Drawing Attachments

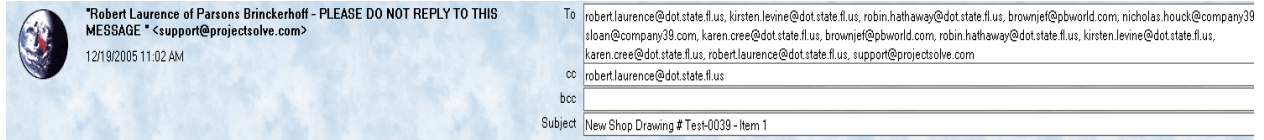
Add Attachment Submit Shop Drawing



4. Reviewing a Shop Drawing

To review a Shop Drawing:

“Project Solve” will send an email notification indicating a shop drawing is ready for review to all members of the role to which it was submitted. This is known as Ball In Court (BIC). To review the Shop Drawing click on the link in the e-mail. This will take you directly to the shop drawing.



Robert Laurence has submitted new Shop Drawing # [Test-0039 - Item 1](#). As the EOR, you are currently listed under the BIC for this Shop Drawing.

Shop Drawing Details:

Project: Western Beltway C Project
 Contract #: zTest Project
 Date: 12/19/2005 11:02:13 AM
 Reply Needed By: 1-8-2006 10:50
 BIC: EOR
 Status: In Progress

Please click the underlined link above to access this Shop Drawing and to respond or distribute this Shop Drawing to others for comment. PLEASE DO NOT REPLY TO THIS MESSAGE. It is essential that your response be processed through the Shop Drawing Application.

Thank you!

If you choose this alternative, disregard Steps 1 and 2.

1. Open the “Shop Drawing Transmittal” application from an the applicable project site.
2. Select a specific drawing from the list provided on the *List Shop Drawings* screen.

Shop Drawing Module
 List Shop Drawings

Administration | Create Shop Drawing | Create Report | Done

Contract/FIN: E8F71 Atlantic Interchange / 406092-5-52-01 BIC: All

Spec: Division: All

Section/Pay Item: Contractor Firm: All

Date Range: 1-1-2005 11:43 to 12-19-2005 11:23 Turnpike Status: All

(m-d-yyyy hh:mm) Shop Drawing Status: All

EOR Status: All Records per Page: 100

Shop Drawing#	Contract#	Contractor Submittal #	FIN #	Spec Section/Pay Item	Division	Shop Drawing Date	Title	Reply Needed By
conam-0000	E8F71 Atlantic Interchange	001	406092-5-52-01,406092-7-52-01,406092-8-52-01	0811008710	Toll Facilities	October 22, 2005	Doors/Windows	November 11, 2005
conam-0001	E8F71 Atlantic Interchange	05001-506	406092-5-52-01,406092-7-52-01,406092-8-52-01	8110	Facilities	September 2, 2005	Hollow Metal Doors & Frames	September 22, 2005
conam-0002	E8F71 Atlantic Interchange	05001-507	406092-5-52-01,406092-7-52-01,406092-8-52-01	8800	Facilities	September 2, 2005	Glass & Glazing	September 22, 2005
conam-0003	E8F71 Atlantic Interchange	05001-508	406092-5-52-01,406092-7-52-01,406092-8-52-01	13122	Facilities	September 2, 2005	Toll Booths	September 22, 2005
conam-0004	E8F71 Atlantic Interchange	05001-509	406092-5-52-01,406092-7-52-01,406092-8-52-01	5500	Facilities	September 2, 2005	Safety Gate	September 22, 2005
conam-0004.1	E8F71 Atlantic Interchange	05001-509.1	406092-5-52-01,406092-7-52-01,406092-8-52-01	5500	Facilities	October 17, 2005	Safety Gate Resubmittal	November 6, 2005
conam-0005	E8F71 Atlantic Interchange	05001-S10	406092-5-52-01,406092-7-52-01,406092-8-52-01	548-6	Structural	September 2, 2005	Retaining Wall Shop Drawings	September 22, 2005
conam-0005.1	E8F71 Atlantic Interchange	05001-S10.1	406092-5-52-01,406092-7-52-01,406092-8-52-01	548-6	Structural	November 14, 2005	Retaining Wall	December 4, 2005
conam-0006	E8F71 Atlantic Interchange	05001-S11	406092-5-52-01,406092-7-52-01,406092-8-52-01	534-6	Structural	September 2, 2005	Sound Barrier Wall Shop Drawing	September 22, 2005
conam-0007	E8F71 Atlantic Interchange	05001-S12	406092-5-52-01,406092-7-52-01,406092-8-52-01	548-6	Structural	September 2, 2005	Retaining Wall Shop Drawings	September 22, 2005



5. Commenting on a Shop Drawing

Project Solve allows parties involved in the shop drawing process to document comments during the review process.

To add a comment:

1. Open the Shop Drawing.
2. Enter a short description for the comment in the “Comment Title:” text box.
3. Enter the actual comment text in the “Comment:” box.
4. Click on the “Add Comment” button to add the comment to the Shop Drawing.

Tip: Please note, if data has been input in any of the Field Boxes above the Comment Box, once you click “Add Comment” all new data in the Field Boxes, will automatically be deleted. “Add Comments” prior to making any Field Box changes.

Shop Drawing Module
View Shop Drawing

Distribute Shop Drawing Submit Update Close Window Manage Attachments Printable Version

Florida's Turnpike Enterprise
Construction
Atlantic Interchange

Shop Drawing

Shop Drawing #: conem-0053	Contract #: E8F71 Atlantic Interchange
Financial Project #: 406092-5-52-01,406092-7-52-01,406092-8-52-01	Spec Section/Pay Item #: 7200
Schedule Item: Building Insulation	Title: Building Insulation
Division: Facilities	Contractor Submittal #: 05001-S67
Date: December 13, 2005	Turnpike Submittal #:
EOR Submittal #:	Reply Needed By: January 2, 2006
From: CON Keith Cole Condotee America, Inc.	Assigned Date: December 13, 2005
BIC: EOR	Fabrication Review Type: Not Applicable
EOR Approval Status: Reviewed	Description: Toll Plaza Building Insulation
EOR Response Date:	
Other Reviewers: Jason Abbott David Aguilera Chanar Aloyeto, A.I.A. Ignacio Armengol	

Actions:
*Route To: Fabrication Reviewer - Fabrication Reviewer View Members

Attachments:
05001-S67.pdf

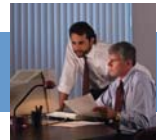
Comments:
None

History:
Created by CON Keith Cole on 12/13/2005 8:50:53 PM

Add Comment

Comment Title:

Comment:



6. Submit a Shop Drawing

Once a Shop Drawing is finalized by the appropriate role for review (BIC), it may be submitted to the next appropriate role (BIC):

1. Open the Shop Drawing.
2. Select the appropriate role from those provided in the “Route To” area. Note: Some roles only have one selection for the “route to” selection

Actions:

*Route To: Fabrication Reviewer - Fabrication Reviewer [View Members](#)

Fabrication Reviewer - Fabrication Reviewer

Attachments:

Turnpike - Turnpike Shop Drawing Staff

05001-867.pdf

Comments:

3. Click on the “Submit” button to submit the Shop Drawing to the selected role. Once you have submitted the Shop Drawing you have transferred BIC and your ability to edit the Shop Drawing to the new role. You can no longer make changes.

Shop Drawing Module

View Shop Drawing

Distribute Shop Drawing

Submit

Update

Close Window

Manage Attachments

Printable Version

7. Distributing a Shop Drawing

A Shop Drawing may be forwarded to other parties on the project for comment or for information only, if those users' role have the appropriate access rights. To distribute a Shop Drawing:

1. Open the Shop Drawing.
2. Click on the “Distribute Shop Drawing” button at the top of the *View Shop Drawing* under the Shop Drawing Module page.

Shop Drawing Module

View Shop Drawing

Distribute Shop Drawing

Submit

Update

Close Window

Manage Attachments

Printable Version



3. You may distribute in two ways. The first is for Comment solicitation. The second is for information only.

Shop Drawing Module

Distribute Shop Drawing

Distribute Cancel

You can distribute this Shop Drawing to solicit comments or for information only.

Comment Solicitation

Comment

Available Members:

- ProjectSolve Administrator (Parsons Brinckerhoff)
- Stephen Armstrong (Reynold Smith & Hills)
- Keith Cole (Condottee America, Inc.)
- Karen Cree (PBS&J)
- Mike Dixon (Reynolds Smith & Hill)
- Raul Graupera (Condotte America, Inc.)
- Robin Hathaway (FDOT Turnpike)
- Michael Hebert (PBS&J)
- Nicholas Houck (Parsons Brinckerhoff)
- Peter Kinney (Robert W. Hunt)

(Ctrl+Click to select multiple members.)

Selected Members:

Select from Available Members

Distribute for information only (CC:)

Available Members:

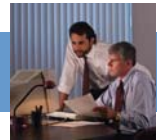
- ProjectSolve Administrator (Parsons Brinckerhoff)
- Stephen Armstrong (Reynold Smith & Hills)
- Keith Cole (Condottee America, Inc.)
- Karen Cree (PBS&J)
- Mike Dixon (Reynolds Smith & Hill)
- Raul Graupera (Condotte America, Inc.)
- Robin Hathaway (FDOT Turnpike)
- Michael Hebert (PBS&J)
- Nicholas Houck (Parsons Brinckerhoff)
- Peter Kinney (Robert W. Hunt)

(Ctrl+Click to select multiple members.)

Selected Members:

Select from Available Members

4. Select the name(s) of the user(s) to send the Shop Drawing to for comment.
5. Select the name(s) of any user(s) who should be copied on the correspondence.
6. Click "Distribute" to forward a link to the Shop Drawing to each of the selected users.



Shop Drawing Module

Distribute Shop Drawing

Distribute Cancel

You can distribute this Shop Drawing to solicit comments or for information only.

Comment Solicitation

Comment

8. Shop Drawing Reports

To create a report within the Shop Drawing Transmittals log:

1. Click on the “Create Report” button in the *List Shop Drawings* screen.

Shop Drawing Module

List Shop Drawings

Administration Create Shop Drawing **Create Report** Done

2. Set the filters to provide the desired information.
3. Click the “Get Report” button to generate the report.

Shop Drawing Module

Shop Drawing Report

Get Report Cancel


Contract/FIN:	E8F71 Atlantic Interchange / 406092-5-52-01	BIC:	All
Spec Section/Pay Item:	All	Division:	All
Date Range:	1-1-2005 11:43 to 12-19-2005 13:13	Contractor Firm:	All
EOR Status:	All	Turnpike Status:	All
Fabrication Status:	All	Report Type:	Detailed
Shop Drawing Status:	All		
Primary Sort:	Financial Project ID Number	Secondary Sort:	Turnpike Submittal Number

4. Click the “Print Report” button to print the report in hard copy format.



Preview [Print Report](#)
 #: 406092-5-52-01,406092-7-52-01,406092-8-52-01

Florida's Turnpike Enterprise
 Construction
 Atlantic Interchange



SHOP DRAWING STATUS REPORT

406092-5-52-01,406092-7-52-01,406092-8-52-01

Shop Drawing #: conam-0021	Title: VOID	Date: 10/10/05 13:20
Contract: E8F71 Atlantic	FIN: 406092-5-52-01,	Reply Needed: 10/30/05 13:20
Turnpike Submittal #:	Schedule Item: Soil Treatment	Assigned: 10/12/05 11:52
Division: Facilities	BIC:	EOR Response Date: 10/11/05 10:37
From: Keith Cole Condottee America, Inc.	EOR Status:	Fabrication Response Date:
Con. Submittal #: 05001-S29	Fabrication Status:	Turnpike Response Date: 10/12/05 11:52
Spec. Sec./Pay Item: 2280	Turnpike Status: Not Reviewed	
Description: TOLL PLAZA SOIL TREATMENT		
Reviewers:	Attachments:	

Shop Drawing #: conam-0022	Title: Void - Soil Treatment	Date: 10/10/05 13:53
Contract: E8F71 Atlantic	FIN: 406092-5-52-01,	Reply Needed: 10/30/05 13:53
Turnpike Submittal #:	Schedule Item: Soil Treatment	Assigned: 10/12/05 8:42
Division: Facilities	BIC:	EOR Response Date: 10/11/05 10:39
From: Keith Cole Condottee America, Inc.	EOR Status:	Fabrication Response Date:
Con. Submittal #:	Fabrication Status:	Turnpike Response Date: 10/12/05 8:42
Spec. Sec./Pay Item: 2280	Turnpike Status: Not Reviewed	
Description: TILL PLAZA SOIL TREATMENT		
Reviewers:	Attachments: 05001-S29.pdf	

- Click the "Convert Web Page to Adobe .pdf" icon, to save the report on hard drive, for later viewing outside of the Shop Drawing log.