

FLORIDA'S TURNPIKE ENTERPRISE "*ELECTRONIC*" SHOP DRAWING REVIEW PROCESS

SHOP DRAWING PROCEDURE REQUIREMENTS FOR DESIGN BUILD FIRMS

Schedule of Shop Drawings

Prior to the submission of any shop drawings, Contractor shall **submit a schedule of shop/erection drawings submittal list that identifies the work for which the shop drawings applies. For each planned submittal, define the following; description of item, location, specification section numbers and roadway divisions, if applicable.**

The schedule of shop/erection drawings shall be submitted in electronic format (excel spreadsheet), which CEI will provide to Contractor. Contractor shall submit the schedule to CEI for verification. Once verified by CEI, they will forward to Turnpike Enterprise Shop Drawing Administration Office and copy the ***ProjectSolve*** Administrator, Robert Laurence. The schedule will be imported into ***ProjectSolve***, to assist Contractor with the submission of shop drawings.

Electronic Submission of Shop Drawings

1. Submit Shop Drawings 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.
2. **Shop drawings shall be in Portable Data Format (.pdf), scanned using 300 dpi resolution and in 8-bit up to 24-bit color.** Once Contractor has uploaded the shop drawing to ***ProjectSolve***, Engineer of Record/Architect of Record and CEI will receive a notification via email.
 - a. Prior to submission of the shop drawing electronically, Contractor shall clearly label and number each sheet in the submittal to indicate the total number of sheets in the series (i.e., 1 of 12, 2 of 12.....12 of 12). **Stamp (in red) and initial each drawing, page, cut sheet, etc. of the submittal**, indicating they

have reviewed the submittal for compliance with the plans and specifications. 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).**

b. **ATTENTION: NEW SIGNING AND SEALING REQUIREMENTS:**

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 affected, 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/>.

Prior to Contractor scanning and uploading shop drawing to *ProjectSolve*, ensure that the seal capable of leaving a permanent ink representation or other form of opaque and permanent impression is legible. 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. This replaces the requirement of having to send an original signed/sealed shop drawing to the Department.

- c. Shop drawings should be no larger than 11" x 17" (plotted in 11" x 17" format), in order to facilitate electronic filing. 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>

3. If the shop drawings consist of samples, Contractor shall submit three (3) samples for proper processing, in addition to the number of samples needed by Contractor. Contractor is still required to initiate the shop drawing review process through ***ProjectSolve***, by uploading their transmittal, indicating that they have forwarded the

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samples to Engineer of Record/Architect of Record via Overnight Courier Service.

4. To facilitate logging and distribution of shop drawings and to expedite reviews, it is recommended that Contractor comply with the following:
 - a. Assign a unique number for each shop drawing entry.
 - b. Verify that all applicable items are complied with prior to submission of shop drawing.
 - c. Prior to submitting shop drawing through **ProjectSolve**, Contractor shall verify all sheets/pages are legible, page numbered correctly, and all sheets/pages are properly stamped, in red. 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 for a complete package for proper review.
5. 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**.
6. Contractor's request for contract change in time, 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 CEI for further handling and processing. In addition, indicate on the shop drawings all deviations from the contract drawings and itemize all deviations in a letter and/or a letter of transmittal.
7. Final Shop Drawing Approval rests with the Florida's Turnpike Enterprise (Turnpike Shop Drawing Review Stamp). If contractor proceeds with only Engineer of Record/Architect of Record code disposition stamp, Contractor proceeds at their risk. Shop Drawing is not complete until Florida's Turnpike Enterprise has stamped the shop drawing. However, each shop drawing may have comments from both the Engineer of Record/Architect of Record and Florida's Turnpike Enterprise.

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Welding Procedures Specification Reviews (WPS)

Effective April 1, 2010

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.shtm>

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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, 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

ProjectSolve Administrator

Robert Laurence, Network Systems Manager
Florida's Turnpike Enterprise, Pompano Operations Building

Tel: 954-934-2163

Email: robert.laurence@dot.state.fl.us