

FLORIDA'S TURNPIKE ENTERPRISE ELECTRONIC SHOP DRAWING REVIEW PROCESS

SHOP DRAWING REQUIREMENTS FOR ENGINEER OF RECORD/ARCHITECT OF RECORD

1. Engineer of Record (EOR)/Architect of Record (AOR) shall familiarize themselves with the Plans Preparation Manual (PPM), Volume I, Chapter 28. In addition, any deviations from the PPM processes are outlined in the Turnpike Plans Preparation and Practices Handbook (TPPPH), Volume I, Chapter 28.
2. EOR/AOR 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 the EOR/AOR to verify the Contractor's shop drawing submission has been submitted in complete format as outlined in "Electronic Shop Drawing Procedures for General Contractors", these procedures are located at : http://design.floridasturnpike.com/prod_design/shopdrawings/GCElectronic%20Bid%20Build%20Procedure.pdf

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

3. EOR/AOR 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/illegal. 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.

4. EOR/AOR 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, incorporate comments and stamping 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 submitted by the EOR/AOR to the Florida's Turnpike Enterprise Shop Drawing Administration Office, they are notified, via email through *ProjectSolve*.

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

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

6. If the shop drawing consists of samples, Contractor shall submit three (3) samples for proper processing and in addition, the number of samples needed by the Contractor. Contractor will upload their transmittal letter to *ProjectSolve*, and indicate in the "comment" area that they have forwarded the Samples to EOR/AOR, via Overnight Courier Service. EOR/AOR shall confirm in *ProjectSolve* that they are in receipt of samples. EOR/AOR reviews the samples and incorporates their stamp and sends all samples back with the appropriate code disposition to the Florida's Turnpike Enterprise Shop Drawing Administration Office. Color should be either to match existing, or if EOR/AOR is responsible for picking the color, it should be noted. Structural and other discipline's portion should be reviewed by the appropriate EOR/AOR and other disciplines as appropriate. Once the shop drawing has been processed, the Turnpike Enterprise will send one (1) copy of the sample to the EOR/AOR for their records (if the amount submitted is allowable).

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

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 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.

8. Shop Drawings are required to be submitted in 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>
9. If shop drawings consist of Welding Procedures Specifications (WPS), review by the EOR/AOR 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>
10. The Florida's Turnpike Enterprise Reviewer may add additional comments or delete comments made by EOR/AOR. Before final disposition is established, Turnpike

Enterprise Reviewer and EOR/AOR must agree on the comments made and the disposition of the shop drawings (or components).

11. The Florida's Turnpike Enterprise Reviewer stamps each item and incorporates their initials and submits processed shop drawing through *ProjectSolve* back to the Contractor. The CEI, Construction Project Manager, Project Manager and the EOR/AOR are also notified, via email when shop drawing has been final processed by Florida's Turnpike Enterprise. Sample(s) are sent to the CEI, EOR/AOR and the Contractor (if enough have been provided for review/distribution).
12. Final Shop Drawing Approval rests with the Florida's Turnpike Enterprise (Turnpike Approval Stamp). If contractor proceeds with only EOR/AOR 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 EOR/AOR and Florida's Turnpike Enterprise.

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

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(Building 5315)
P.O. Box 613069
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Administrators

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ProjectSolve - Florida's Turnpike Enterprise Shop Drawing Website

Shop Drawings can be tracked daily by utilizing the **ProjectSolve** 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