

Turnpike Shop Drawing Review Process for Design Build (Non-Conventional) Projects

**FPID:
Contract No.:
County:**

General

The following pertains to Florida's Turnpike Enterprise (Turnpike) Shop Drawing Review Process requirements. For more detailed information, please reference the following:

- FDOT Design Manual (FDM), 152 Shop Drawing Submittals

Pre-Qualified and Approved Product List (APL) "Submittals"

Material certifications, welding procedures, paint procedures and concrete mix designs are typically submitted by the Contractor to the Engineer (CEI) who forwards the certifications to the State Materials Engineers in Gainesville. These items do not need to be submitted to be submitted FDOT Shop Drawing Review Office for review and approval. For non-standard items, the Engineer (CEI) will typically request approval by the EOR regarding applicability. Material certification for items on the Approved Product List (APL) is typically submitted by the Contractor to the Engineer (CEI).

Shop Drawing Item List

The Contractor is required to submit a Shop Drawing Item List (Schedule) to the Engineer (CEI) within 60 days of the start of the Contract, and prior to the submission of any shop drawings.

The list is to be submitted utilizing the required excel spreadsheet format, which is provided by the Engineer (CEI) to the Contractor.

For each planned shop drawing submission and when developing the shop drawing item list, define the following: description of item, structure identification number, bridge number, location, specification number, roadway division number and include "Product Data", in the title if applicable.

If the project contains Tolling components, identify these components by each site location (i.e., building, gantry identification number, etc.), along with the respective specification number. Combining shop drawings for multiple sites is not acceptable.

For ITS, Roadway Lighting, and Traffic components, which all share the same roadway division number, indicate specifically what the component applies to in the Shop Drawing-Submittal Item List, for example: 635 ITS Pull Box, 635 Roadway Lighting Pull Box, or 635 Traffic Signal Pull Box. This will ensure shop drawings are distributed to the proper discipline reviewer for the EOR and the Turnpike reviewers, since different disciplines review these components.

Reference the attached flow charts which depict the review coordination of the shop drawing item list. Note to Contractor: ensure that submission of the item list is provided in ample time as outlined in Standard Specifications to accommodate this flow.

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If the description of the shop drawing you receive from your subcontractor is different from what you provided on your shop drawing list, please contact the Assistant Shop Drawing Coordinator to make the corresponding changes to the Shop Drawing list in ProjectSolve. We want to ensure to have accurate information in the title of the shop drawing.

Scheduling of Shop Drawings

Once the shop drawings have been reviewed and approved by the Design Build Firms, schedule submissions such that the review period given in the RFP is accommodated. Allowance must be made for potential resubmittals and the Contractor normally is advised by the Turnpike to consider a 75 to 90 calendar days total lead-time for submittals prior to the need for fabrication or construction work.

Adherence to the Shop Drawing Item List (Schedule) is intended to allow for the planning of resources and reduce the possibility of large amounts of submissions being forwarded for review. When voluminous shop drawings are submitted at one time, such that the Turnpike Shop Drawing Review Office review period described in the RFP will likely not be met, the Engineer (CEI) will be notified.

The Contractor must make submissions for approval with such promptness as to cause no delay in their fabrication and construction schedules. Only in emergency cases should special considerations be requested.

Shop drawings cannot be submitted, processed, reviewed or approved until the component plan set for the item is stamped "Released for Construction".

Obtaining Access to ProjectSolve^{SP}

To obtain access to ProjectSolve^{SP}, if there is not a site set up for your project in the system, users need to acquire a log-in access. Please provide the Assistant Shop Drawing Coordinator, who is responsible for your project, your contact information, as well as any other members of your team. The information should include full names, titles, email addresses and the association with the specific project. Also, indicate which members will be involved in the shop drawing submission process, or if they require viewing access only. Upon issuance of your accounts, you will be provided instructions on how to log into the system from the ProjectSolve Team.

Shop Drawing Submissions

Prior to submission of shop drawings through ProjectSolve^{SP}, the Contractor must consecutively number each sheet of the shop drawing and indicate the total number of sheets in the series (i.e., page 1 of 12, page 2 of page 12, 12 of 12). Include on each sheet and transmittal the following items, at a minimum:

- FPID
- Bridge Number(s) (if applicable)
- Drawing title and number
- Title block showing names of the fabricator or producer and the Contractor
- Initials of the person(s) responsible for the drawing
- Date on which the drawing was prepared
- Location of the item(s) within the project
- Contractor's approval stamp with date and initials
- Digital signature and engineering seal of the Specialty Engineer on the first page of the

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shop drawing (if applicable)

Note: Traffic Control Equipment Form 750-010-02, should be included in all ITS and Signals shop drawings. Contractors must include this form for every submittal, list corresponding items for review and APL number as applicable. This form is required per FDOT Specs Section 603-5.

Stamp and initial each drawing, page, cut sheet, etc., of the submittal, indicating it has been reviewed for compliance with the contract plans and specifications. It is acceptable for the Design Build Contractor to stamp the cover page of the calculations and manuals only. Any comments or markings provided by the Contractor, or their Subcontractor must be indicated in **blue** or **black**. In the case there is no place to incorporate stamping on the front page, and considering stamps required by others, insert blank pages and indicate the page number as back of page (i.e., Back of Page 1 of 6). Do not stamp over literature, dimensions or details.

In addition, date stamp on shop drawing must supersede the date contract documents and plans were stamped "Released for Construction".

Submit Shop Drawing/Submittals utilizing Florida's Turnpike internet website, ProjectSolve^{SP}. Assign a unique submittal number to the Shop Drawing.

Shop drawings must be submitted in PDF, using 300 dpi resolution and in color. The Design Build Contractor may either, A) coordinate the shop drawing review with the Design Build Architects of Record (AOR) or Engineers of Record (EOR) prior to uploading into ProjectSolve^{SP}, or B) they may upload their shop drawing into ProjectSolve^{SP} and submit it to the "EOR" for review. ProjectSolve^{SP} will provide a system generated email notification to the AOR or EOR that a shop drawing has been submitted for their review. Note: certain file naming conventions using special characters are not allowed, (examples: (), + % @ : & *, etc. and the use of underscore) and will cause the PDF file not to open nor be accessible. It is the responsibility of the Design Build AOR or EOR to verify the Design Build Contractor's shop drawing submission is complete and in the proper format.

Shop drawings must not be any larger than 11" x 17" (plotted in 11" x 17" format). For plotting requirements and for Drawings being submitted in 11" x 17", please refer to **FDOT CADD Manual**.

If the shop drawing consists of samples, as outlined in the shop drawing item list, it is acceptable for the samples to be submitted electronically, in a scanned or photocopy through ProjectSolve^{SP}. The electronic data must include the Manufacturer, Product Name and Product Number. The Design Build Contractor must stamp these pages. It will be at the discretion of AOR/EOR or Turnpike, if submissions of original samples are required.

If original samples are required, the Design Build Contractor must provide the samples to the Design Build AOR or EOR for review, with a scanned copy, including the information provided in the previous paragraph, for review by the Turnpike. The Design Build Contractor is required to stamp the samples, include the FPID and their Shop Drawing Submittal Number. Initiate the shop drawing review process through ProjectSolve^{SP}, by uploading their transmittal letter and indicate in the "Comment" area on the shop drawing application page that samples have been provided to the Design Build AOR or EOR via Overnight Courier Service. The AOR or EOR must confirm within ProjectSolve^{SP} "Comment" area that they are in receipt of samples. The Design Build AOR or EOR may either retain the samples or forward them to the CEI, if required.

Signed-Sealed Shop Drawings and Calculations

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 digitally sign and seal the drawings, as well as the cover sheet of any design calculations.

Prior to Contractor submitting the shop drawings in ProjectSolve^{SP}, ensure the Specialty Engineer's digital seal is acquired from one of the FDOT approved digital certificate authorities. If the digital seal does not comply, the submission will be considered incomplete. The shop drawing will be returned to the Contractor, as "Not Reviewed-Incomplete" and a resubmittal will be required.

So as not to invalidate the Specialty Engineer's digital seal, when submitting the shop drawing, include the original, along with a saved copy of the original submission, which will be used for shop drawing review, with a new name, in PDF format. The processed shop drawing will include both the Specialty Engineer's original digital signed and sealed submission and the electronic copy used for the shop drawing review.

Design Build Firm must not use shop drawings for obtaining clarification regarding contract plans or specification requirements.

At the time of each submission, the Design Build Contractor must give specific written notice, (as in a transmittal letter), along with an itemized list of all of variations/deviations the shop drawing may have from the requirements of the Contract Plans and Specifications. The drawings must contain a specific notation which explicitly and prominently calls out any deviations. Approval of Shop/Erection Drawing will not constitute nor be considered grounds for approval of a variation in which the project requirements are affected, unless specifically indicated as such and noted on the shop drawing, by the Design Build AOR or EOR, or the Turnpike approval comments as returned with the shop drawing to the Design Build Contractor.

Do not use shop drawings to modify the construction contract time, the contract amount, the design intent nor in any way reduce the maintainability, structural integrity or load-carrying capacity of the structure or its components. Such modifications are administered by revised plan sheets or specifications.

AOR/EOR Review

If the Design Build AOR or EOR review is completed either outside or inside of ProjectSolve^{SP}, the Contractor submits the shop drawing through the system to the "EOR". The EOR then selects the strongest code disposition on the shop drawing and then submits to the Turnpike for review.

The Design Build AOR or EOR reviews the shop drawing and electronically implements any comments and stamping in red. Stamp every sheet with one the following dispositions:

- APPROVED
- APPROVED AS NOTED
- APPROVED AS NOTED - SUBMIT SPECIFIC ITEM
- NOT APPROVED

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- NOT REVIEWED – INCOMPLETE
- RESUBMIT

The electronic stamp is to include firm name, reviewer full name, and the date. The shop drawing must include one AOR or EOR disposition review stamp for each sheet. Multiple AOR or EOR disposition stamps on the same sheet are prohibited. Additional comments may be added where they apply, under the stamp or in an attached Memorandum. Shop Drawings which require Resubmittal by the AOR or EOR shall not be submitted to the Turnpike.

Turnpike Review

The Turnpike will review all shop drawings. Upon completion of review, the Turnpike reviewer will indicate electronically, any comments in green, the disposition on every sheet and include full name, and the date. The approval or disapproval of shop drawings by the Turnpike is indicated by one of the following designations:

- RELEASE FOR CONSTRUCTION (no comments, no further action required)
RELEASE FOR CONSTRUCTION AS NOTED (comply with comments, no further action required)
- RELEASE FOR CONSTRUCTION AS NOTED-SUBMIT SPECIFIC ITEM (comply with comments and submit additional items requested. This will not delay their procurement of materials for the project)
- RESUBMIT (resubmit with noted corrections)

Once processed, ProjectSolve^{SP} will generate a system email to the following: Design Build Contractor, Design Build AOR or EOR, Engineer (CEI), Construction Project Manager, and Project Manager.

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Turnpike Shop Drawing Review Office

(Address for Courier Services)

Florida's Turnpike Enterprise Headquarters

Shop Drawing Review Office – Transportation Development, Room 3115
MP 263, Florida's Turnpike
(Building 5315 Turkey Lake Service Plaza)
Ocoee, FL 34761

(Address for U.S. Mail)

Florida's Turnpike Enterprise Headquarters

Shop Drawing Review Office – Transportation Development, Room 3115 (Building 5315)
P.O. Box 613069
Ocoee, FL 34761

Attn: Flor Faria, Shop Drawing Coordinator

Tel: 407.264.3434

Email: flordeliz.faria@dot.state.fl.us

Attn: Assistant Shop Drawing Coordinator

Tel:

Email:

Please contact: TPKPSSPSupport@dot.state.fl.us for assistance with ProjectSolve^{SP}

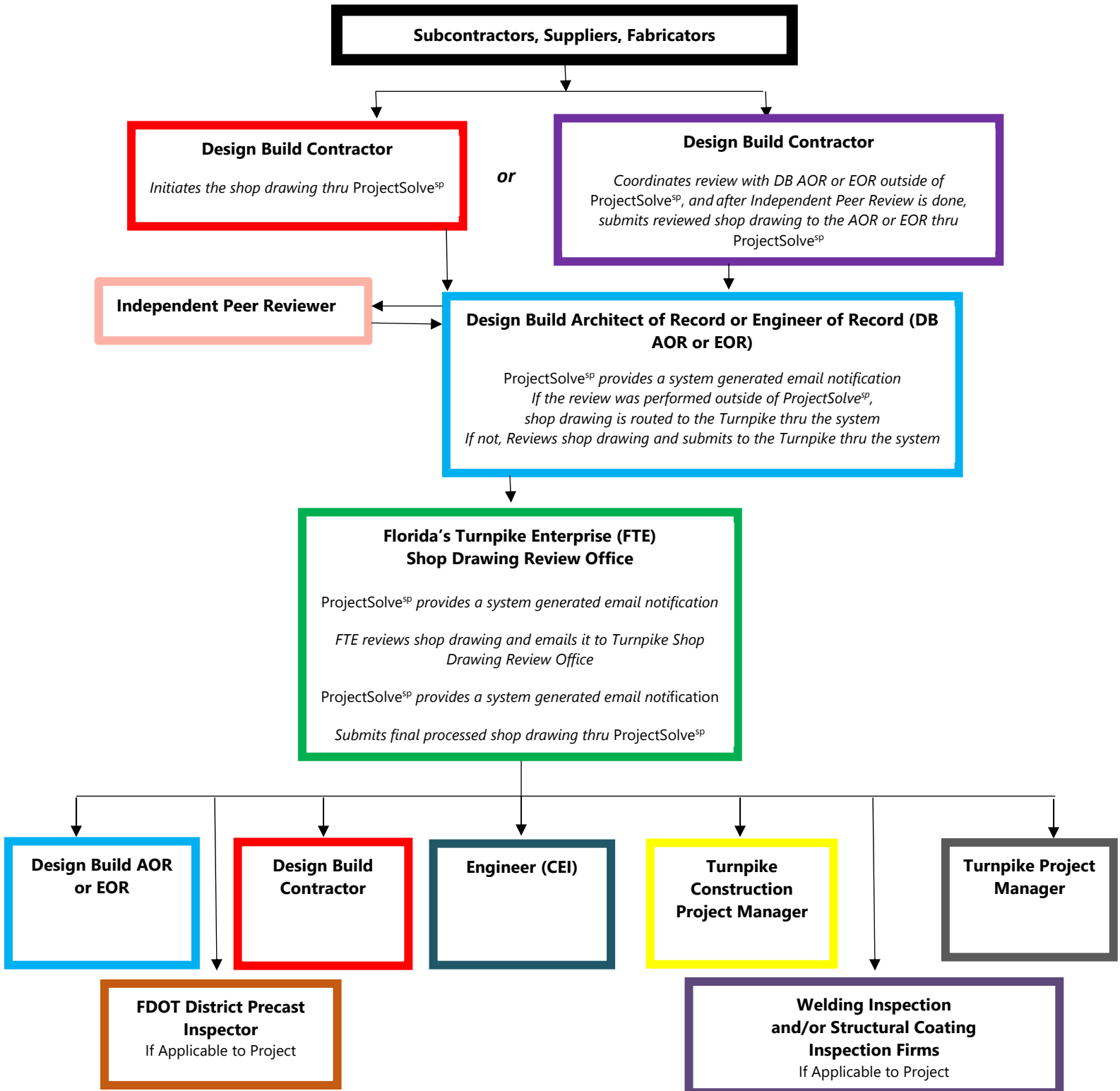
ProjectSolve^{SP} - Florida's Turnpike Shop Drawing Website

Shop Drawings can be tracked daily by utilizing ProjectSolve^{SP}. The purpose of ProjectSolve^{SP} is to provide the Design Build Contractor, Design Build AOR or EOR, Engineer (CEI), Project Managers, Construction Managers and Florida's 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 serves as a tracking tool for project related documents and assist in expediting the construction process.

The status of Shop Drawings can be easily tracked by using the "Create Status Report" function in ProjectSolve. Shop Drawings can be sorted by choosing the "Status" as "In Progress", "All" or "Closed" only, depending on what criteria is needed. If you require assistance, please contact the Assistant Shop Drawing Coordinator above.

**Figure 1 - Turnpike Shop Drawing Flow Chart for Design Build
(Non-Conventional) Projects
Shop Drawings Affecting Public Safety**

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**Figure 2 - Turnpike Shop Drawing Flow Chart for Design Build
(Non-Conventional) Projects
Shop Drawings Not Affecting Public Safety**

