

## Chapter 28

### Shop and Erection Drawings

The following are changes, additions or deletions to the January 2003, Topic #625-000-007, Plans Preparation Manual (PPM) - English, for use on Turnpike projects only:

#### 28.1 Introduction

*Add the following paragraph*

Typically the Turnpike Shop Drawing Review Office will provide the Contractor with Contact Information (Exhibit 28.6-D) and Key Submittal Requirement information (Section 28.6.1) package, which will be distributed at the Preconstruction Meeting. This handout will provide project specific information, such as contacts, addresses, major requirements for the submittal of Shop Drawings, and an overview of the review and approval process. It may also include additional procedures to facilitate expeditious processing.

#### 28.2 Drawing Submittals Required

*Add the following paragraph*

Contractor will be requested to complete and submit a signed copy of the Shop Drawing Submittal Checklist, (Exhibit 28.6-C included at the end of this Chapter), for each group of items associated with each uniquely numbered Shop Drawing submittal.

#### 28.3 Contractor Information Required

*Add the following as paragraph 3*

Each submittal shall also include the roadway station at which the item is positioned (as may be the case for signs, structures or handrails), or the site at which it is to be installed, and the associated Specification Section/Pay Item Number.

#### 28.4 Submittals Requiring a Specialty Engineer

*Replace 1<sup>st</sup> sentence in paragraph 1 with the following*

In general, and when so permitted in the Specifications, if a Shop and 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 two (2) prints of each drawing affected as well as the cover sheet of two (2) copies of any design calculations required.

#### 28.5 Scheduling of Submittals

*Replace 2<sup>nd</sup> sentence in paragraph 1 with the following*

Therefore, prior to any submittals, the Contractor will be requested to provide a Working Schedule for Shop and Erection Drawing submittals to the Department with copies to the Resident Engineer and the Engineer of Record.

#### 28.6 Transmittal of Submittals

*Beginning with the second to the last sentence in paragraph 1, replace with the following*

Exhibits 28-A through 28-C shall be supplemented with the following Turnpike Specific Generic Exhibits. These Exhibits are shown at the end of this chapter.

**Exhibit 28.6-A      Turnpike Enterprise Shop Drawing Review Office; Routing Chart for Shop Drawing Review Process**

**Exhibit 28.6-B      Turnpike Enterprise Shop Drawing Review Office; Overview Distribution Chart**

**Exhibit 28.6-C      Turnpike Enterprise Shop Drawing Review Office; Shop Drawing Submittal Checklist**

**Exhibit 28.6-D      Turnpike Enterprise Shop Drawing Review Office; Contact Information**

## **28.6.1 General Submittal Requirements**

*Add the following paragraph*

### **Key Submittal Requirements**

1. All transmittal letters to indicate full Financial Project Identification Number (FPID) and unique Shop Drawing Submittal Number. In addition, include Contractor's project manager or his/her representative's name, mailing address and telephone number.
2. Use **overnight mail or messenger service** for all submittals.
3. Contractor to send Shop Drawing submittal to Engineer of Record with a FAX copy of the Transmittal Letter to the Turnpike Enterprise Shop Drawing Review Office and the Resident Engineer. Resident Engineer may also request a copy of all submittal items for his/her information.
4. Prior to the submission of any Shop Drawings, Contractor shall submit a schedule for submittal of Shop and Erection drawings to Resident Engineer, the Engineer of Record and to the Turnpike Enterprise Shop Drawing Review Office. See FDOT Contract Specifications Sections 5-1.4.3.
5. Contractor shall stamp and initial each drawing, page, cut sheet, etc. of the submittal, giving written indication that they have reviewed the submittal for compliance with plans and specifications per Contract Specifications Section 5-1.4.4.
6. As opposed to FDOT Specification Section 5-1.4.4.1, the Turnpike Enterprise Shop Drawing Review Office prefers Shop Drawings to be no larger than 11 x 17, in order to facilitate electronic filing.

7. To facilitate logging and distribution of submittals and to expedite Shop Drawing reviews, it is recommended that the Contractor comply with the following:
  - a. Provide a separate transmittal letter for each package in a submittal. A package may consist of one or more related items. For a multiple item package, list each item in the transmittal. Each transmittal letter shall have a unique submittal number assigned to it.
  - b. For each submitted item indicate the Specification Section/Pay Item Number and Drawing Number of the contract plan to which the submission applies.
  - c. As opposed to FDOT Standard Specification Section 5-1.4.4.2, the Turnpike Enterprise Shop Drawing Review Office prefers eleven copies for each drawing. For Contractor-originated design, an additional set of prints, signed and sealed by the responsible Professional Engineer shall be submitted. Provide eleven copies of other drawing items like catalog cuts, welding procedures, etc.
  - d. Verify that all applicable items on submittal checklist (copy attached) are complied with prior to transmitting submittal. Include completed copy of Shop Drawing Submittal Checklist (Exhibit 28.1-C) with submittal.

## **28.11 Submittal Activity Record (Logbook)**

*Replace this Section with the following*

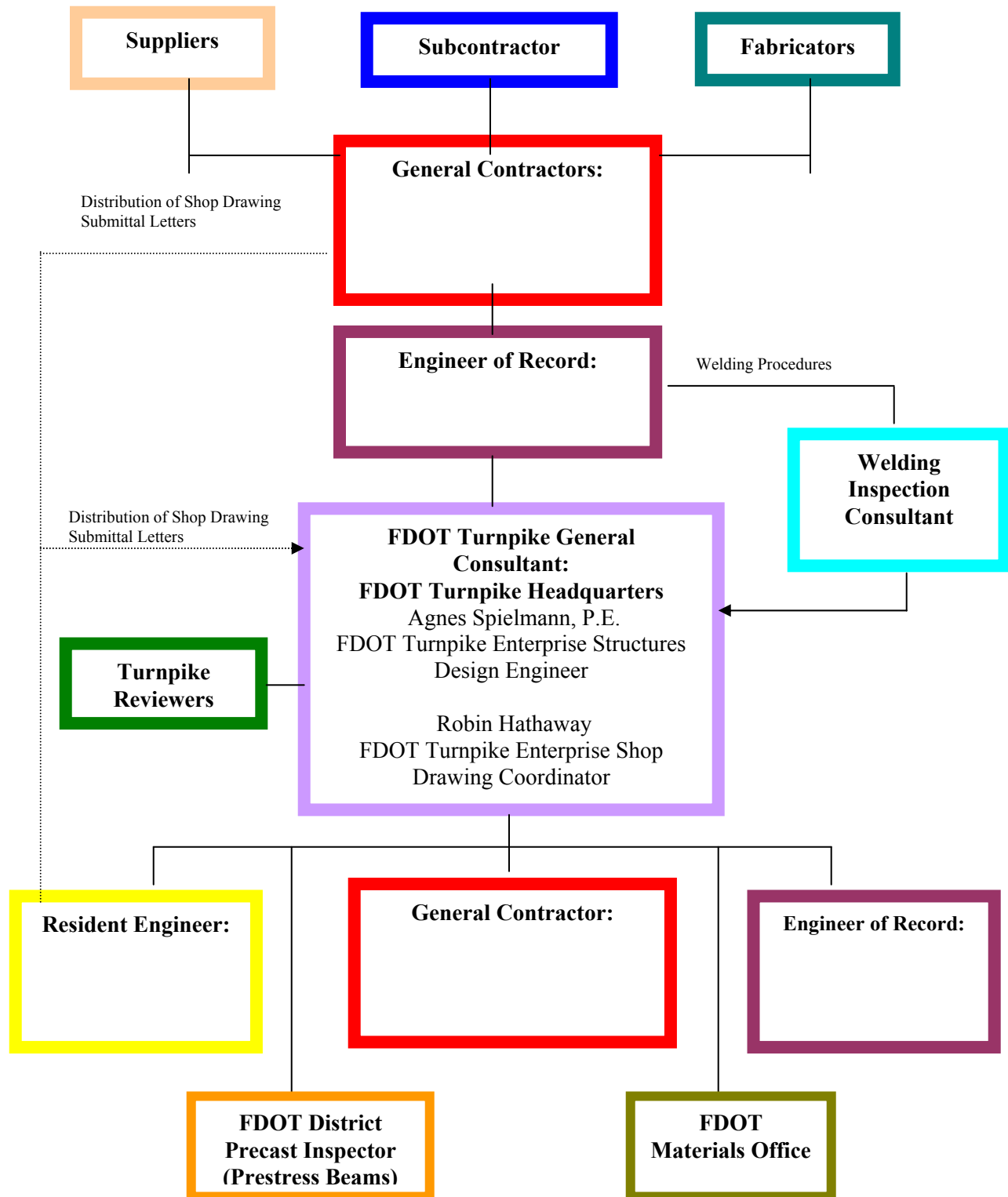
### **28.11.1 Shop Drawing Website**

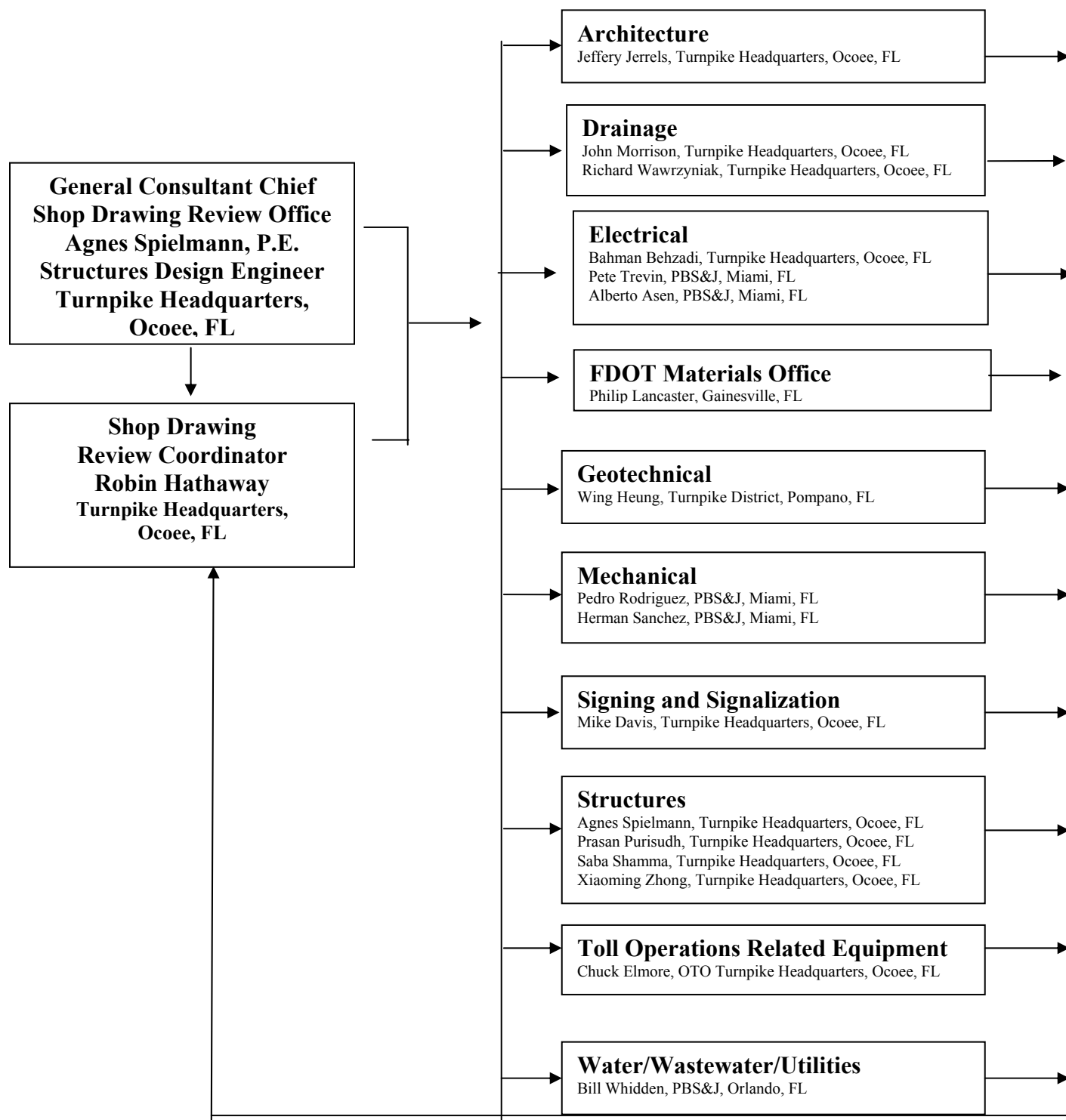
The Turnpike Enterprise Shop Drawing Review Office has created a Shop Drawing Tracking Database Website. Microsoft Internet Explorer 5.0 or greater is required to view this site. The purpose of the website is to provide the Contractor, Resident Engineer, Engineer of Record, Project Managers, Construction Managers and Turnpike Management with up-to-date information/latest status of all Shop Drawings for every ongoing/active construction contract. It serves as a tracking tool and helps with expediting the construction process. For further information pertaining to the website, please contact the Shop Drawing Coordinator at the Turnpike Enterprise Headquarters-Production Design Department.

Shop Drawings can be tracked daily by utilizing the Turnpike Enterprise's Shop Drawing Website at [www.fltpkdb.com](http://www.fltpkdb.com).

### **28.11.2 RFI Log Website**

In addition to the Shop Drawing Website, the Turnpike Enterprise has added a Pilot RFI Log/Status Report to the existing Shop Drawing Website. This RFI Log shall be administered by the Resident Engineer. All project personnel will have access to view the RFI Log and track the current status of a particular RFI and will allow all parties to be informed of any construction issues/additions or changes to the project. The RFI Log/Status Report utilizes the same website address as the Shop Drawing Website listed above.

**EXHIBIT 28.6-A****TURNPIKE ENTERPRISE SHOP DRAWING REVIEW OFFICE;  
ROUTING CHART FOR SHOP DRAWING REVIEW PROCESS**

**EXHIBIT 28.6-B****TURNPIKE ENTERPRISE SHOP DRAWING REVIEW OFFICE;  
OVERVIEW DISTRIBUTION CHART**

**EXHIBIT 28.6-C****TURNPIKE ENTERPRISE SHOP DRAWING REVIEW OFFICE;  
SHOP DRAWING SUBMITTAL CHECKLIST****Submittal No.:****Item Covered:**

Prior to transmitting the submittal, the Contractor shall verify and sign below that all applicable items on this checklist are complied with:

- \_\_\_ Transmittal letter indicates project title, full Financial Project Identification Number (FPID), description of items enclosed and has an unique submittal number assigned to it.
- \_\_\_ Submittal package contains only related items. All items are separately described with page numbers or drawing numbers in the transmittal letter or in an attachment to the transmittal letter.
- \_\_\_ Provided the required number of prints, reproducibles and catalog cuts for each submittal item per Specification Section 5-1.4.4.1 and 5-1.4.4.2, unless otherwise directed by the Key Submittal Information Package. Eleven copies of shop drawings and other items like catalog cuts, welding procedures, etc. An additional set of prints (signed and sealed by the responsible professional engineer) when drawings are for the Contractor and/or Specialty Engineer originated design.
- \_\_\_ Contractor approval stamp with company name, Engineer's signature and date on each drawing and on each of the other individual items included in the submittal.
- \_\_\_ All revisions from previously processed submittals are identified by clouding with revision number and date.
- \_\_\_ Minor plan deviations not affecting contract time, cost, design intent (e.g., structural integrity and load carrying capacity) or reducing durability/maintainability are identified by clouding.
- \_\_\_ Specification section and Contract Plan Number are referenced for each item in the submittal.
- \_\_\_ Dimensions and details checked and coordinated for compatibility with work of all subcontractors.
- \_\_\_ Existing conditions and dimensions used in developing Shop Drawing details are field verified.
- \_\_\_ Submitted by overnight delivery to Engineer of Record with copies of transmittal letter to Resident Engineer and Turnpike Enterprise Shop Drawing Review Office.

**Compliance Verified**\_\_\_\_\_  
(Signature)\_\_\_\_\_  
(Date)\_\_\_\_\_  
(Title)

**EXHIBIT 28.6-D****TURNPIKE ENTERPRISE SHOP DRAWING REVIEW OFFICE;  
CONTACT INFORMATION**

Project Name:

FPID:

County:

**CONTACT INFORMATION****1. FDOT Turnpike Enterprise**

Headquarters  
MP 263, Building 5315  
Turkey Lake Service Plaza  
Ocoee, Florida 34761

**Shop Drawing Review Office**

Turnpike Enterprise Structures Design Engineer  
Shop Drawing Coordinator

**2. Project Management**

Name: \_\_\_\_\_  
Location: \_\_\_\_\_  
Phone: \_\_\_\_\_ Ext.: \_\_\_\_\_  
Fax: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

**3. Engineer of Record**

Name: \_\_\_\_\_  
Location: \_\_\_\_\_  
Phone: \_\_\_\_\_ Ext.: \_\_\_\_\_  
Fax: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

**EXHIBIT 28.6-D (Con't.)****4. General Contractor**

Name: \_\_\_\_\_  
Location: \_\_\_\_\_  
Phone: \_\_\_\_\_ Ext.: \_\_\_\_\_  
Fax: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

**5. Resident Engineer**

Name: \_\_\_\_\_  
Location: \_\_\_\_\_  
Phone: \_\_\_\_\_ Ext.: \_\_\_\_\_  
Fax: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

**6. Construction Project Manager**

Name: \_\_\_\_\_  
Location: \_\_\_\_\_  
Phone: \_\_\_\_\_ Ext.: \_\_\_\_\_  
Fax: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_