

Chapter 28

Shop and Erection Drawings

The following are changes, additions or deletions to the January 2006, Topic #625-000-007, Plans Preparation Manual (PPM) - English, for use on Turnpike projects only:

28.1 Introduction

Add the following sentence

Shop Drawings are required to be submitted electronically as outlined in the Special Provisions.

Add the following paragraph

Typically the Florida's Turnpike Enterprise 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.

28.4 Submittals Requiring a Specialty Engineer

Replace 1st 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 one (1) print of each drawing affected as well as the cover sheet of one (1) copy of any design calculations required, in conjunction with the electronic submission, using overnight courier service to the Engineer of Record.

28.5 Scheduling of Submittals

Replace 2nd 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. Please provide with schedule a list of pay items and/or specification number related to the specific item.

Add the following sentence

This Schedule will be incorporated into “Project Solve” to assist the Contractor in submitting shop drawings.

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	Florida’s Turnpike Enterprise Shop Drawing Routing Chart for “Electronic” Shop Drawing Review Process
Exhibit 28.6-B	Florida’s Turnpike Enterprise Shop Drawing Review Office; Overview Distribution Chart
Exhibit 28.6-C	Florida’s Turnpike Enterprise Shop Drawing Review Office; Shop Drawing Submittal Checklist
Exhibit 28.6-D	Florida’s Turnpike Enterprise Shop Drawing Review Office; Contact Information

28.6.1 General Submittal Requirements *Replace this section with the following***Key Submittal Requirements**

1. Submit Shop Drawings/Submittals electronically by utilizing Florida’s Turnpike Enterprise Construction Management’s internet site, “Project Solve”. Provide a transmittal letter indicating the full Financial Project Identification (FPID) and issuing a unique Shop Drawing Submittal Number. In addition, include name of Contractor’s Project Manager, or his/her representative’s name, mailing address and telephone number.
2. Contractor shall submit shop drawing electronically, by utilizing “Project Solve” accessed through the internet, <https://ww2.projectsolve2.com>. Shop Drawings shall be in Portable Data Format (pdf), scanned using 300 dpi resolution and in color. Once the Contractor has uploaded the Shop Drawing to “Project Solve”, the Engineer of Record (EOR) and the CEI will receive a notification via email.
 - a. Prior to submission of the Shop Drawing electronically, Contractor will stamp 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 that 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). Insure that this page is also scanned in Portable Data Format when submitting the Shop Drawing electronically. 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).
- b. For Contractor originated design/redesign, it is required that the Contractor submit one original set of calculations and drawings, signed and sealed by the responsible Specialty Engineer, in conjunction with the electronic submission, using overnight courier service. Through “*Project Solve*”, please indicate in the comment area, the date the original signed and sealed shop drawing was sent to the Engineer of Record.
 - c. Shop Drawings should be no larger than 11” x 17” (plotted in 11” x 17” format), in order to facilitate electronic filing.
3. If the Shop Drawing consists of samples, Contractor will submit three (3) samples for proper processing, in addition, the number of samples needed by the Contractor. Contractor is still required to initiate the shop drawing review through “*Project Solve*”, by uploading their transmittal, indication that they have forwarded the Samples to the EOR, via overnight courier service.
 4. Prior to the submission of any Shop Drawings, contractor will submit a schedule of shop/erection drawings submittals. The schedule of shop/erection drawing Pay Items and/or Specification Numbers will be added to “*Project Solve*”, to assist Contractor in the submission of Shop Drawings.
 5. To facilitate logging and distribution of submittals and to expedite Shop Drawing reviews, it is recommended that 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. Interrelated items should be submitted as a package. Each transmittal letter will have a unique submittal number assigned.
 - b. For each submitted item, indicate the specification section and/or pay item number and drawing number of the contract plan to which the submittal applies.
 - c. Contractor will verify that all applicable items, on submittal checklist (copy attached) are complied with prior to sending submittal.

To access the Quick Reference Guide for submission on Electronic Shop Drawings, please visit the site listed below.

http://www.dot.state.fl.us/turnpikepio/Design_Website/Shop%20Drawings/Shop%20Drawing%20Quick%20Reference.pdf

28.6.3.2 Review by Engineer of Record and the Department

Add the following section

For EOR requirements for submission of Shop Drawings, please visit the site listed below.

http://www.dot.state.fl.us/turnpikepio/Design_WEbsite/Shop%20Drawings/EOR.pdf

28.9 Distribution of Submittals

Replace Second Paragraph with the following

Refer to Exhibit 28.6-A for Shop Drawing Distribution Schedule.

28.11 Submittal Activity Record (Logbook)

Replace item 9 with the following

9. EOR disposition as either “A” (Approved) “AN” (Approved as Noted), “R” (Resubmit) or “NA” (Not Approved). Turnpike disposition as “Reviewed” (No Comments), “Furnish as Noted” (Approved as Noted), “Rejected” (Not Approved), “Revise/Resubmit” (Resubmit), “Submit Specific Item” (Submit Additional Information for Review), “Not Reviewed” (No Review Required).

28.11.1 Shop Drawing Website

Add the following section

The purpose of “*Project Solve*” is to provide the Contractor, CEI, EOR, 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.

Also, please visit www.floridasturnpike.com for Florida’s Turnpike Enterprise general shop drawing requirements and useful information for all project personnel.

EXHIBIT 28.6-A
FLORIDA'S TURNPIKE ENTERPRISE SHOP DRAWING ROUTING CHART FOR
"ELECTRONIC" SHOP DRAWING REVIEW PROCESS

"Insert Project Description Here"

FPID:

CONTRACT NO.:

COUNTY:

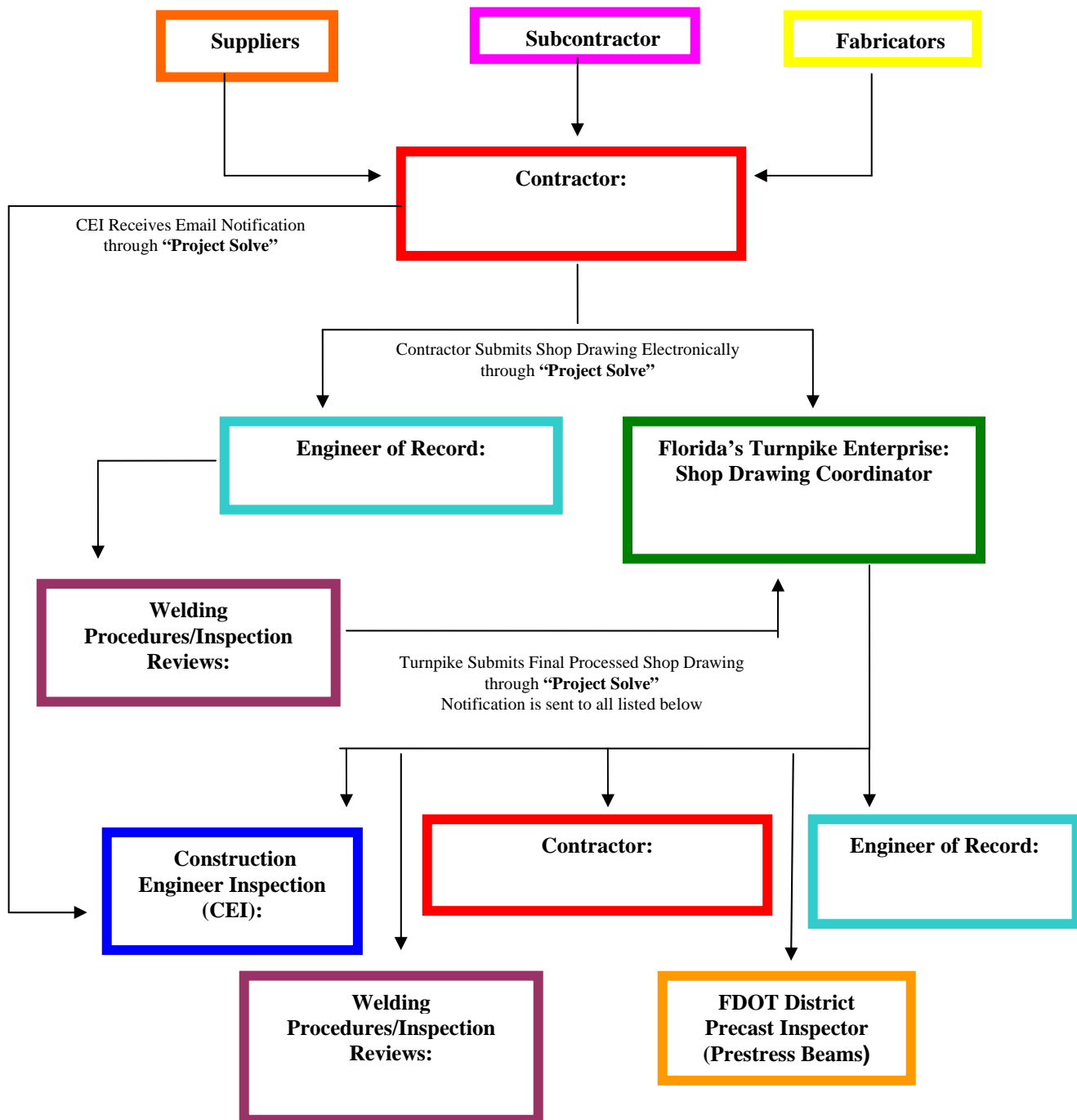


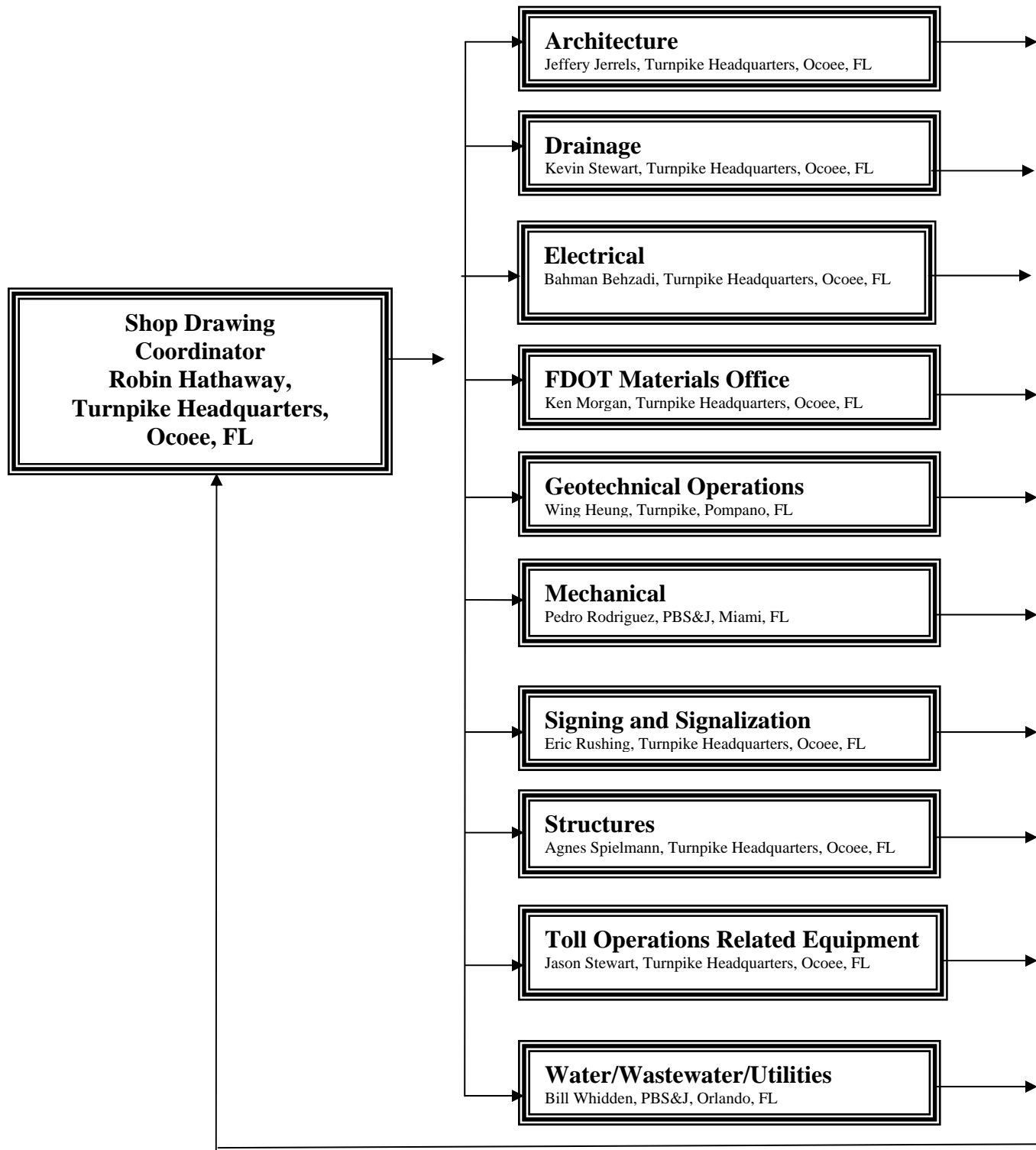
EXHIBIT 28.6-B**FLORIDA'S TURNPIKE ENTERPRISE SHOP DRAWING REVIEW
OFFICE; OVERVIEW DISTRIBUTION CHART**

EXHIBIT 28.6-C
FLORIDA'S TURNPIKE ENTERPRISE SHOP DRAWING REVIEW OFFICE;
SHOP DRAWING SUBMITTAL CHECKLIST

FPID:

Contract No.:

Submittal No.:

Item Covered:

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

- _____ Transmittal letter indicates project title, full Financial Project Identification Number (FPID), description of items enclosed and has a **unique submittal number assigned**.

- _____ **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.

- _____ **One (1) original set of prints (signed and sealed by the responsible professional engineer),** when drawings are for the **Contractor and/or Specialty Engineer originated design.** Original forwarded to the EOR in conjunction with submitting "Electronically".

- _____ **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 (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.

EXHIBIT 28.6-D
“INSERT PROJECT DESCRIPTION HERE”

FPID:

CONTRACT NO.:

COUNTY:

CONTACT INFORMATION

1. FLORIDA’S TURNPIKE ENTERPRISE SHOP DRAWING REVIEW 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 Coordination

Tel: 407-264-3426

Fax: 407-822-5821

Email: robin.hathaway@dot.state.fl.us

2. PROJECT MANAGER

Attn:

Tel:

Fax:

Email:

3. ENGINEER OF RECORD

Attn:

Tel:

Fax:

Email:

4. GENERAL CONTRACTOR

Attn:

Tel:

Fax:

Email:

5. CEI CONSULTANT

Attn:

Tel:

Fax:

Email:

6. CONSTRUCTION PROJECT MANAGER

Attn:

Tel:

Fax:

Email:

7. WELDING PROCEDURE/INSPECTION REVIEWS

Attn:

Tel:

Fax:

Email: