

Plans Processing Reviews

List of common plans processing related errors found during reviews at various project phases to help reduce avoidable comments from the PS&E team.

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Important Notice:

The FDM 900 series (Production of Next Gen plans) is being developed to replace the FDM 300 series (Production of plans). The new series reflects adopted practices, processes, and procedures because of the Department's transition from Bentley's Select Series Edition to OpenRoads Designer (ORD) Edition. Please refer to the appropriate FDM series depending on the CADD software used for the project.

Phase and Production Submittals:

1. File Naming Convention:

All production deliverable files (Plans + CADD + Specifications + Technical Special Provisions) are to be named as per CADD manual 8.4 "PRODUCTION DELIVERABLE FILES".

2. Project Title

Project title is placed under state road number on the lead and all component key sheets that exactly be the same as the project title outlined in work program.

To access work program information, please follow:

<https://fdotewp1.dot.state.fl.us/fmsupportapps/workprogram/WorkProgram.aspx>

3. Construction Contract Number

Construction contract number is placed on sheet border of all key sheets. The number is created by construction contracts team and is available at Phase III.

4. Signature Sheet

Signature sheet is shown on the index list under every licensed professional signing the plans. Refer to FDM Exhibit 303-1.

5. CADD Compliance Checklist

Compliance Checklist in in section 1.11.2.2 of the CADD Manual has been followed.

a. Project Journal (CADD)

A Project Journal must be produced and stored in the Admin folder of the Project directory for all projects. This document details on

- i) CADD and design software packages and versions used to create all delivered files.
- ii) List of all non-compliant files
- iii) All approved deviations from the Department's CADD Standards in the Project Journal file(s), including important applications, methods and decisions made during design.

b. Project Properties (CADD)

The project properties are created in an XML file format (*ProjectProperties.xml*) and stored in the _meta_info\ sub-folder of the project. This file is required to be in the sub-folder before performing CADD QC and is provided by the turnpike plans processing team or the GEC project manager.

Addendum Submittals:

1. Revision Clouds:

Revisions made before aware (pre-let) are not to be clouded. Only the revisions triangles are used to depict all changes. Refer FDM 302.10 "Revisions".

2. Summary of Pay Items/ Estimated Quantity Report:

Unlike Plans and CADD, Summary of Pay Item sheets or EQR report is submitted in its entirety when revised, including quantities for components that did not require a change.

3. Transmittal Memo:

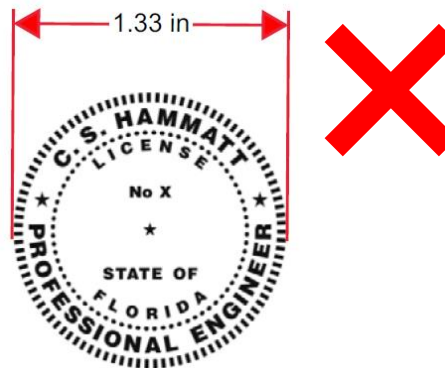
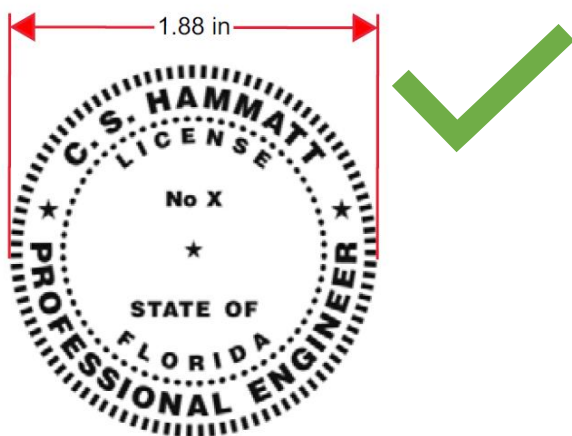
- i. Provide transmittal memo in word document only.
- ii. Delete all unused tables/areas.

Digitally Signed and Sealed Document Reviews

List of common digitally signing and sealing related errors found during phase submittal reviews to help reduce avoidable ERC comments

1. Seal Size.

- a. Seal is to meet the minimum size of 1-7/8 inches (**about 1.88 inches**) in diameter Per [61G15-23.002 Seals Acceptable to the Board](#).
- b. This rule applies to all types of seals:
 - i. Wet Seals
 - ii. Embossed Seals
 - iii. Digitally Created Seals.
- c. *Note: These seals are not to scale and are enlarged to show detail.*



2. Digital Certify vs. Digital Sign

- a. Digitally certifying and digitally signing meet the F.A.C. statute requirements.
 - i. Per FAC 61G15-23.004
 1. Unique to the person using it
 2. Capable of verification
 3. Under the sole control of the person using it
 4. Linked to a document in such a manner that the digital signature and correspondingly the document is invalidated if any data in the document is changed
 - ii. Digitally certifying however:
 1. locks a document
 - a. Might not be the best option when multiple people are signing the same document.
 - b. Author of document would have to apply designated signature blocks prior to certifying.
 - c. Digital signatures have capability of locking the document as well with a check box.
 - d. Locked Documents
- b. Locked documents can slow down the concurrence signature process because the user will not be able to add a signature.
- c. Prior to signing, make sure checkbox is unchecked.

Sign as "C.S. Hammatt" ×

Appearance Standard Text ▼ Create

C.S.
Hammatt

Digitally signed
by C.S. Hammatt
Date: 2020.10.20
16:17:38 -04'00'

Lock document after signing View Certificate Details

Review document content that may affect signing Review

Leave this box un-checked

Back Sign

3. Digital Signature Verbiage

- a. Requirement for Exact words Per [F.A.C. Rule 61G15-23.004 Procedures for Digitally Signing and Sealing Electronically Transmitted Plans, Specifications, Reports or Other Documents](#)
- b. Observe that there are two options when preparing digital signature verbiage:
 - i. with a seal

This item has been digitally signed and sealed by C.S. Hammatt **on the date adjacent to the seal.**



C.S.
Hammatt

Digitally signed
by C.S. Hammatt
Date: 2020.10.20
16:17:38 -04'00'

Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.

- ii. without a seal.

C.S Hammatt, State of Florida, Professional Engineer, License No. XXXX. This item has been digitally signed and sealed by C.S Hammatt **on the date indicated here.**

C.S.
Hammatt

Digitally signed
by C.S. Hammatt
Date: 2020.10.20
16:17:38 -04'00'

Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies

4. Digital vs Physical Sign and Seal

- a. Choose one or the other not both.
 - i. Manual hard copy sign and seal is an option.
 - ii. Digital sign and seal is an option.
- b. Why can't documents have both digital signatures and wet ink signatures?
 - i. The logic of how a digital signature is applied dictates this:
 1. A physical copy of a digitally signed document cannot be validated as required per Florida Statute Section 668; therefore, a wet ink signature cannot be added to a document after it has been digitally signed.
 2. Also, the reason for [DCE Memo 06-17](#) is to avoid mixing types of signatures, since some Surety companies do not have digital signatures and we do not have any authority over their compliance.
 3. We encourage Sureties to use digital signatures if they have them or are willing to acquire them.
- c. The Florida Board of Professional Engineers used this logic in their [January 2016 Update](#) for signing and sealing, but the logic applies to signatures without seals too:

As discussed within the body of this newsletter, the main goal behind the reorganization of *F.A.C. Rule 61G15, Chapter 23* was to better communicate the following: what needs to be signed, dated and sealed; what needs to be included within the signature, date and seal; and the difference between physical documents with physical seals and electronic documents with electronic or digital seals.

- *Once a physical document - always a physical document. Physical documents must be physically signed, dated and sealed.*
- *Once an electronic document - always an electronic document. Electronic documents must be either electronically or digitally - signed, dated and sealed.*

A physical copy of an electronically or digitally signed, dated and sealed document **IS NOT** a valid signed, dated and sealed document. Similarly, an electronic document (PDF, scan or fax copy) of a physically signed, dated and sealed document **IS NOT** a valid signed, dated and sealed document.

5. Certificate of Authority

- a. FDOT accepts these Root Certificate Providers:
 - i. Identrust
 - ii. Digicert
 - iii. Entrust
 1. GlobalSign
 - a. As of 2021, GlobalSign is no longer an approved FDOT certificate provider.
 - i. If a document is signed with this certificate prior to 2021, then the document is still valid.
- b. Documents signed by the Federal Government (FHWA, Army Corps of Engineers, etc.) must utilize digital certificates from an approved provider on the **Government Identity and Credentials** section of the [GSA IDManagement.gov Trust Services List](#)
- c. Root certificates are required for proper digital signature validation. If you are missing certificates, digital signatures may not appear valid. Look at the digital signature properties to determine which certificates are needed and download them from the digital signature authority.