

# Plans Processing Reviews

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

## 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.

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# Signed and Sealed Documents.

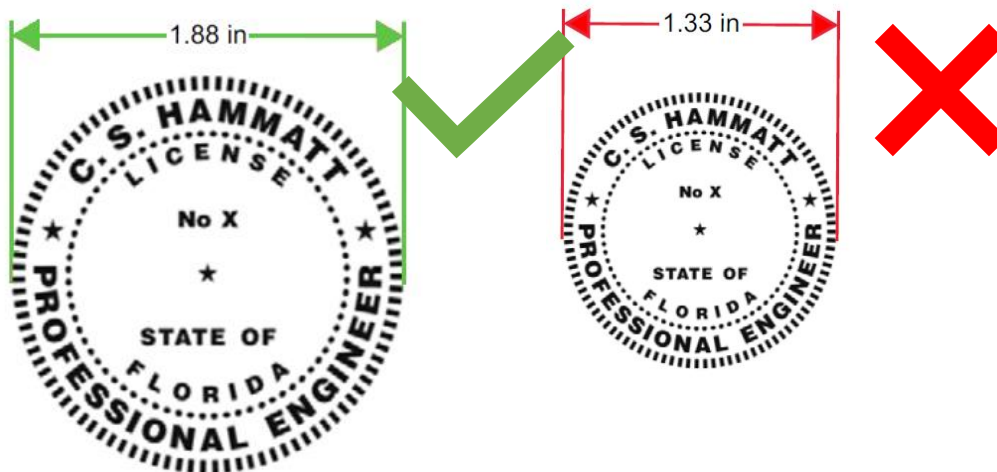
## 1. File Naming Convention.

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

## 2. Seal Size.

2.1 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.

- Note: This rule applies to all types of seals:
  - Wet Seals
  - Embossed Seals
  - Digitally Created Seals.



*Note: These seals are not to scale and are enlarged to show detail.*

## 3. Digital Certify vs. Digital Sign

3.1 Digitally certifying and digitally signing meet the F.A.C. statute requirements.

- a. Per FAC 61G15-23.004
  - i. Unique to the person using it.
  - ii. Capable of verification.
  - iii. Under the sole control of the person using it.
  - iv. 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.
- b. Digitally certifying however:
  - i. Locks a document.
  - ii. Might not be the best option when multiple people are signing the same document.
  - iii. Author of document would have to apply designated signature blocks prior to certifying.

- iv. Digital signatures have capability of locking the document as well with a check box.
  - v. Locked Documents.
- 3.2 Locked documents can slow down the concurrence signature process because the user will not be able to add a signature.
- 3.3 Prior to signing, make sure checkbox is unchecked.



#### 4. Digital Signature Verbiage

- 4.1 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](#)
- 4.2 Observe that there are two options when preparing digital signature verbiage:
  - a. 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: 2024.05.20 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.

- b. 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: 2024.05.20  
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

## 5. Digital vs Physical Sign and Seal

5.1 Choose one or the other not both.

- a. Manual hard copy sign and seal is an option.
- b. Digital sign and seal is an option.

5.2 Why can't documents have both digital signatures and wet ink signatures?

- a. The logic of how a digital signature is applied dictates this:
  - i. 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.
  - ii. 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.
  - iii. We encourage Sureties to use digital signatures if they have them or are willing to acquire them.

- 5.3 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.

## 6. Certificate of Authority

- 6.1 FDOT accepts these Root Certificate Providers:
- a. Identrust
  - b. Digicert
  - c. Entrust
  - d. GlobalSign: As of 2021, GlobalSign is no longer an approved FDOT certificate provider. If a document is signed with this certificate prior to 2021, then the document is still valid.
- 6.2 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](#)
- 6.3 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.

# Phase 1-4 and Production Submittal Plans

## 1. Key sheet.

- 1.1. The top center of the sheet is to display “State of Florida” followed by “Department of transportation” and the component name (Ex: Roadway) on the first, second and third line respectively.
- 1.2. The county and roadway section number match the Straight-line Diagram. On projects which involve multiple counties, or multiple roadways, all counties and associated roadway section numbers are listed.
- 1.3. The local road name is placed on a parenthesis in the same line after the state road number.
- 1.4. The project description is placed under the state road number, and it matches with project suite.
- 1.5. The “location box” is placed under the project description and it contains all the required information.
- 1.6. The project location URL points to the correct location on a work program GIS, not Google maps.
- 1.7. The project limit and bridge limits match Work Program and the bridge limits are within the project limits.
- 1.8. The let together note only appears when it is a “let together” project.
- 1.9. No URL link is displayed under the arrow pointing at the project location on the Florida map. 900 series.
- 1.10. The official record note is placed at the right edge of the sheet and the code matches the EOR’s profession.
- 1.11. The office phone number is shown on the EOR’s information.
- 1.12. The FDOT and GEC Project manager’s information is accurate.
- 1.13. The construction contract no. is blank or TBD until one is assigned.
- 1.14. The Fiscal Year, FY governing standards and specifications match with letting date.
- 1.15. The complete Contract Plans Components list is shown.
- 1.16. The center bottom of the sheet is free. The revision log and block will be displayed here, if needed.
- 1.17. The revision log and block are absent.

## 2. Signature sheet.

- 2.1. The Signature sheet is listed on the indexes under every signature.
- 2.2. The official record note is absent on the right edge.
- 2.3. The names on the seals match the names on the adjacent information.
- 2.4. The official record note is beneath each seal and the code matches the signer profession. See FDM 130.2.1 for details.

- 2.5. All signed plans sheets are considered under the corresponding signer's index.
- 2.6. There are no repeated sheets on the indexes under the signatures. Except for the signature sheets and sheets with two responsible professionals.
- 2.7. EOR's box information matches the key sheet EOR.

### 3. Plans sheets.

- 3.1. The official record note is shown on the right edge for standard size sheets (11"x17") and on a box next to the EOR'S box for sheets bigger than 11"x17".
- 3.2. EOR's information matches the one stated in the signature sheet.
- 3.3. Road No. has "SR" for state roads.
- 3.4. County matches with the key sheet
- 3.5. Only one FPID is present, and it matches with the key sheet lead FPID.
- 3.6. The sheet title and number match all the indexes.
- 3.7. The sheet number doesn't have letter suffixes, these are meant for revision added sheets.

### 4. CADD files.

- 4.1. The project Journal was produced, placed on the admin folder, and it contains the following information.
  - CADD and design software packages and versions used to create all delivered files.
  - List of all non-compliant files
  - All approved deviations from the Department's CADD Standards in the Project Journal file(s), including important applications, methods and decisions made during design.
- 4.2. The certificate of compliance was produced, and it is placed on the administrative folder.
- 4.3. The meta info folder contains the following files.
  - Project properties (produced by turnpike and handed by the project manager)
  - Project QC report
  - Project validator report.

## Addendums and Revisions Plans.

### 1. Key sheet

- 1.1. The key sheet revision block is only used to note changes done to the key sheet.
- 1.2. FDM Exhibit 910-2 is followed for the revision log and block.



- 1.3. The lead component revision log includes the revisions made in all the components.
- 1.4. The component revision log includes only the revisions made within the component.

## 2. General notes.

- 2.1. A revision mark appears next to every change.
- 2.2. Pre-let revisions are not to be clouded, only cloud revisions after letting.
- 2.3. Revision added sheets are noted with a revision mark, and cloud after letting, on the sheet number and the note “added sheet” on the revisions block.
- 2.4. The words “to index” must be used on the revision block to note revisions made to the index. Do not use “added sheet” alone to note a sheet added to the index.

## 3. Summary of Pay Items/ Estimated Quantity Report:

- 3.1. Pay Item sheets or EQR report is submitted in its entirety when revised, including quantities for components that did not require any change.

## 4. CADD files.

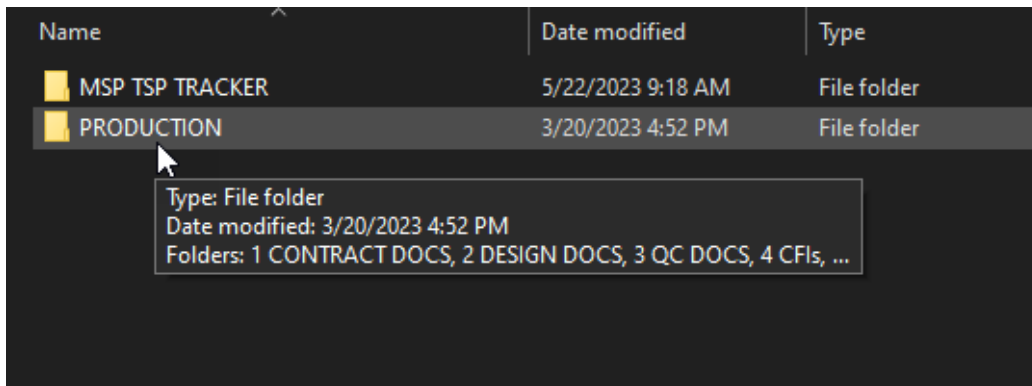
- 4.1. The Revised CADD files must be provided. Note to include only the revised files and the meta info folder.
- 4.2. The meta info folder contains the following files.
  - Project properties (produced by turnpike and handed by the project manager)
  - Project QC report of the revised files.
  - Project validator report of the revised files.

## 5. Transmittal memo.

- 5.1. The latest template was used – Ask the Project manager to handle it.
- 5.2. Important changes (pay items, letting date) and the revision included files are listed on page 1.
- 5.3. All revised sheets are listed on page 2 and the description matches with the revision notes on the sheets.

## Documents Management for Letting Projects Process:

1. Create only one Production File Folder.



2. Classify the categories in file folders under Design Documents found in Project Template.

Name	Date modified	Type
01-APPROVALS	3/20/2023 4:53 PM	File folder
02-VARIATIONS-EXCEPTIONS	3/20/2023 4:54 PM	File folder
03-ROADWAY	3/20/2023 4:54 PM	File folder
04-DRAINAGE	3/20/2023 4:54 PM	File folder
05-SandPM	3/20/2023 4:54 PM	File folder
06-SIGNALS	3/20/2023 4:54 PM	File folder
07-ITS	3/20/2023 4:54 PM	File folder
08-LIGHTING	3/20/2023 4:54 PM	File folder
09-LANDSCAPE	3/20/2023 4:54 PM	File folder
10-STRUCTURES	3/20/2023 4:54 PM	File folder
11-TOLLS	3/20/2023 4:54 PM	File folder
12-ARCHITECTURAL	3/20/2023 4:54 PM	File folder
13-GEOTECH	3/20/2023 4:54 PM	File folder

3. All production documents need to be saved and classified in the Design Documents folder before the letting date.
4. Ensure that the documents saved in the Design Documents file are only for design.
5. Ensure that the documents in the file folder: have all pages, are in correct order, are legible, is completed and is final, etc.
6. Ensure that all final documents, if required, have been signed and sealed.

**Recommended by:**

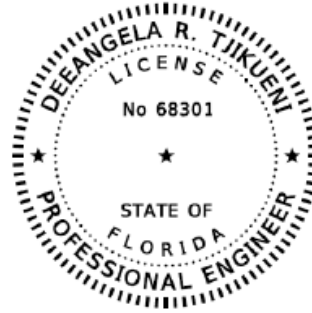
Digitally signed by Phillip Jacoby  
 Date: 2023.05.17 15:09:04-04'00'

Responsible Professional \_\_\_\_\_ Date \_\_\_\_\_

**Approvals:**

Turnpike Design Engineer \_\_\_\_\_ Date \_\_\_\_\_

N/A \_\_\_\_\_ Date \_\_\_\_\_  
 Turnpike Executive Director



THIS ITEM HAS BEEN DIGITALLY SIGNED AND SEALED BY



ON THE DATE ADJACENT TO THE SEAL  
 PRINTED COPIES OF THIS DOCUMENT ARE NOT CONSIDERED SIGNED AND SEALED AND THE SIGNATURE MUST BE VERIFIED ON ANY ELECTRONIC COPIES.

JACOBS ENGINEERING GROUP, INC.  
 200 S ORANGE AVENUE, STE 900  
 ORLANDO, FL 32801  
 (407) 903-5001  
 CERTIFICATE OF AUTHORIZATION: 2822  
 DEEANGELA R. TJIKUENI, P.E. NO.: 68301

THE ABOVE NAMED PROFESSIONAL ENGINEER SHALL BE RESPONSIBLE FOR THE FOLLOWING SHEETS IN ACCORDANCE WITH RULE 61G15-23.004, F.A.C.

	<p>Jacobs Engineering Group Inc.                  200 S. Orange Ave. Suite 900                  Orlando Florida, FL 32801</p> <p><b>Bryan A Chevalier:</b>                  2023.10.23                  10:34:37-04'00'</p> <p>This item has been digitally signed and sealed by Bryan Albert Chevalier on the date adjacent to the seal. Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.</p>	<p>Sections:</p> <ol style="list-style-type: none"> <li>Summary</li> <li>Design Documentation - SR 869 Sawgrass Expressway</li> <li>Design Documentation – Sample Rd.</li> </ol> <p>Appendices</p>
	<p>Jacobs Engineering Group Inc.                  3750 NW 87th Ave, Suite 750                  Miami, FL 33178</p> <p><b>Micela Rosell</b>                  2023.10.23 16:53:00 - 04'00'</p> <p>This item has been digitally signed and sealed by Micela Rosell on the date adjacent to the seal. Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.</p>	<p>Sections:</p> <ol style="list-style-type: none"> <li>Design Documentation – MOT                         <ol style="list-style-type: none"> <li>Lane Closure Analysis</li> <li>Detour Analysis</li> <li>Temporary Pavement Analysis</li> <li>Sight Distance Evaluation</li> <li>Autoturn Evaluation</li> <li>Barrier Wall Length of Need</li> </ol> </li> </ol>
	<p>Jacobs Engineering Group Inc.                  200 S. Orange Ave. Suite 900                  Orlando Florida, FL 32801</p> <div data-bbox="651 1646 935 1730" style="border: 1px solid black; background-color: #e0e0ff; height: 40px; width: 175px; margin-bottom: 5px;"></div> <p>This item has been digitally signed and sealed by Eddie Joyner on the date adjacent to the seal. Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.</p>	<p>Sections:</p> <ol style="list-style-type: none"> <li>Design Documentation – MOT                         <ol style="list-style-type: none"> <li>Temporary Drainage Analysis</li> </ol> </li> </ol>

Unsigned signature field (Click to sign)

- 7. Do not split documents that are signed and sealed.
- 8. Verify that the document has a correct FPID number, and it is saved in the correct Project File Folder.



Financial Project ID: 446583-1-52-01  
 St. Lucie County (94470)

FPID 437169-1-52-01

Correct FPID is 437169-6-52-01

Phase III

- 9. Ensure that the person signed in the correct area.

Design Element    MP: Beg-End    Existing    Proposed    Required    Attr. Crashes    Approved    Denied    Add. Docum.

Appendices:    Yes     No

Recommended by:

Mike Sadeghi    Date: 8/22/2023  
 Name:  
 Responsible Professional Engineer or Landscape Architect



Digitally signed by  
 Khosrow Sadeghi  
 Date: 2023.08.25  
 12:24:47-04'00'

(Seal)

Approvals:

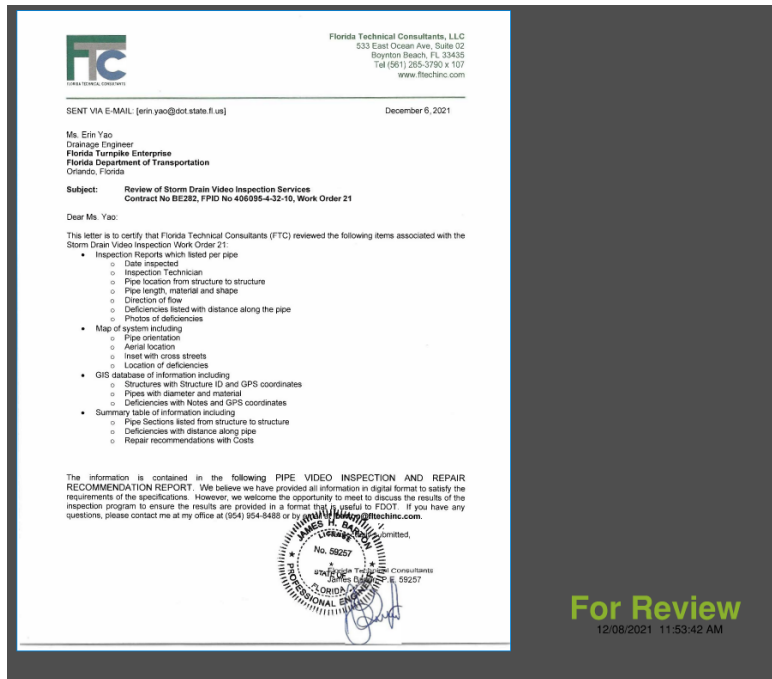
Andra Diggs II    Date: 9/21/2023  
 Name:  
 District or Turnpike Traffic Operations Engineer

Date:  
 Andra G Diggs II 2023.09.21  
 09:51:31-04'00'

\_\_\_\_\_  
 Name:    Date: \_\_\_\_\_  
 District or Turnpike Design Engineer

- 10. Avoid duplicating the same documents in different assignments or other folders.
- 11. Ensure that the documents for Design Variations and Exceptions have all necessary documentation in the file folder. (Memorandum, Approval letter, Checklist, Report and has all sign and seal if is required).
- 12. Assign the correct File naming conventions to the documents.

13. Please make sure that all dates/comments are placed on the document and not off to the side.



14. Make sure that Sign and Sealed documents are under the 2GB size.