

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) has been 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.

Contents

| | |
|---|----|
| Signed and Sealed Documents..... | 3 |
| 1. File Naming Convention..... | 3 |
| 2. Seal Size..... | 3 |
| 3. Digital Certify vs. Digital Sign..... | 3 |
| 4. Digital Signature Verbiage..... | 4 |
| 5. Digital vs Physical Sign and Seal..... | 5 |
| 6. Certificate of Authority..... | 6 |
| Phase 1 through Production Submittal Plans..... | 7 |
| 1. Key sheet..... | 7 |
| 2. Signature sheet..... | 7 |
| 3. All plans sheets..... | 8 |
| 4. CADD files..... | 8 |
| ERC Comments Self-QC..... | 9 |
| Addenda and Construction Revision Plans..... | 10 |
| Document Management for Production..... | 11 |

Signed and Sealed Documents

1. File Naming Convention.

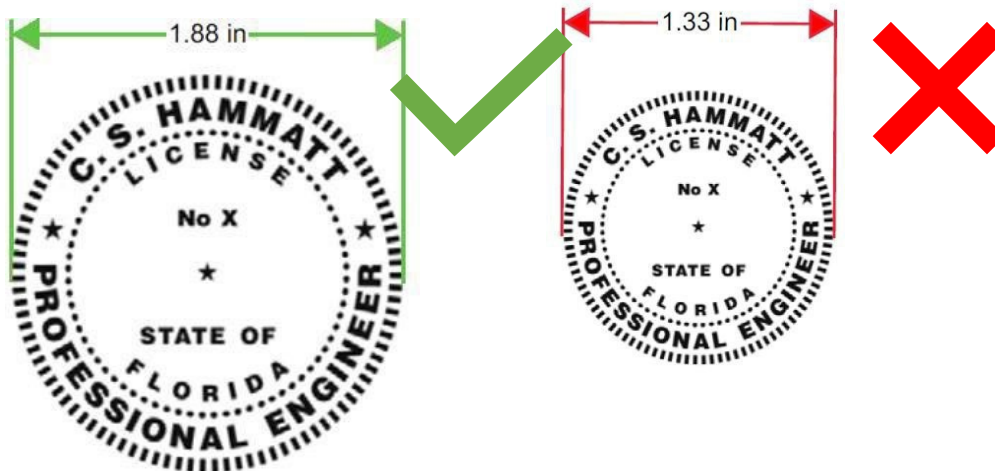
All production deliverable files are to be named accordingly using:

- Contract documents (Plans + EQ Reports +CADD + Specifications + Technical Special Provisions) per CADD manual 8.4 “PRODUCTION DELIVERABLE FILES” [CADD Manual - FDOTConnect And FDOTC3D](#)
- Design documentation per FDM section 111.7.1 File Naming Convention [FDOT Design Manual](#)
- For more information and best practices: [File Naming Conventions \(sharepoint.com\)](#)

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. [Rule: 61G15-23.002](#)

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



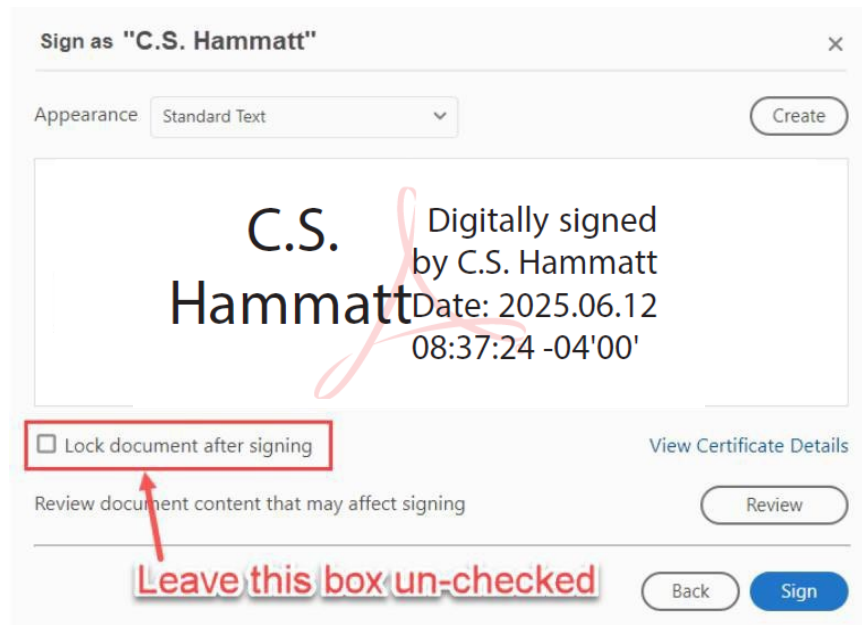
Note: These seals are not to scale and are enlarged to show detail.

3. Digital Certify vs. Digital Sign

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

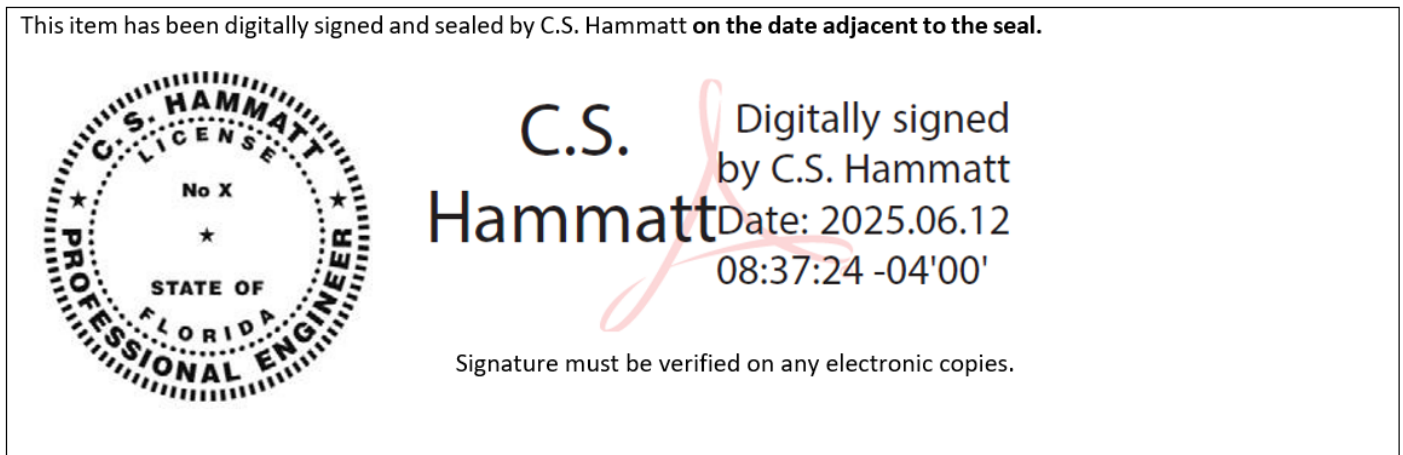
- a. Per FAC 61G15-23.004
 - i. Unique to the person using it.
 - ii. Capable of verification.
 - iii. Under the sole control of the person using it.
 - iv. Linked to a document in such a manner that the digital signature and correspondingly the document is invalidated if any data in the document is 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 the document would have to apply designated signature blocks prior to certifying.
 - iv. Digital signatures have the capability of locking the document with a check box.
- c. Locked Documents.
- i. Prior to signing, make sure the checkbox is un-checked (as shown below). Locked documents can slow down the concurrence signature process because the next user will not be able to add a signature.



4. Digital Signature Verbiage

- 4.1 Exact words required to accompany digital signature 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



- 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: 2025.06.12
08:37:24 -04'00'

Signature must be verified on any electronic copies

5. Digital vs Physical Sign and Seal

5.1 Choose one or the other not both for the same document.

- 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 via the FDOT Construction [Digital Signature FAQ](#):
 - 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 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.
- 6.2 FDOT accepts these root certificate authority providers:
- a. Identrust
 - b. Digicert
 - c. ENotarius
 - d. Secigo

Certificates issued prior to August 1, 2018 from a vendor that was previously on FDOT's approved list, but not on the current PKI approved provider list, will be accepted through their expiration date. This currently includes GlobalSign and Cybertrust/Verizon. [Digital Certificates](#)

- 6.3 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](#)

Phase 1 through Production Submittal Plans

Below is a list of various critical elements to review in the plans and files during the different phases of a project's production.

1. Key sheet

Per [FDM 910](#):

- 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 State map.
- 1.10. The official record note is placed at the right edge of the sheet and the rule 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 present and accurate.
- 1.13. The construction contract number is blank or TBD until one is assigned.
- 1.14. The Fiscal Year block information matches with the Fiscal year letting date.
- 1.15. The FY governing standards and specifications FY year show the latest available.
- 1.16. The complete Contract Plans Components list is shown on the top left corner.
- 1.17. The bottom center of the sheet is free. The revision log and block will be displayed here, if needed.
- 1.18. The revision log and block are absent.

2. Signature sheet

Per [FDM 910 & 130](#):

- 2.1. The Signature Sheet is listed on the indexes under every professional's 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 statement of responsibility is beneath each seal and the rule matches the signer profession.
- 2.5. All submitted plans sheets, except for information only, are present under their corresponding EOR's index.
- 2.6. There are no repeated sheets on the indexes under the EORs signatures. Except for signature sheets and sheets with more than one responsible professional.
- 2.7. The professional information on the EOR block matches the component main EOR shown on key sheet.

3. All plans sheets

Per FDM 2025 [Section 900](#):

- 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. The rule referenced on the official record note corresponds to the EOR's profession.
- 3.3. The EOR's information matches the one stated in the signature sheet.
- 3.4. The Road No. show "SR" for state roads.
- 3.5. Only one FPID is present, and it matches with the project's lead FPID.
- 3.6. The sheet title and number match both the main and signature sheets indexes.
- 3.7. The sheet number doesn't have a letter suffix, this is meant for revision added sheets.

4. CADD files

Below is a checklist of the deliverables the Designer must provide, per [CADD Manual Section 5](#):

- 4.1. The Project Journal was produced, placed in the admin folder, and it contains the following information:
 - CADD and design software packages and versions used to create all delivered 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.
 - List of all non-compliant files with file specific valid exceptions.
- 4.2. The certificate of compliance was produced, and it is placed in the administrative folder.
- 4.3. The meta info folder contains the following files.
 - Project properties (produced by turnpike and provided by the project manager)
 - Project QC report.
 - Project validator report.

ERC Comments Self-QC

Prior to starting the process established on FDM section 124 to prepare the submittal documentation, it is recognized as a good practice to backcheck that all ERC comments regarding a previous submittal have been properly addressed. This additional step helps ensure the submittal won't have repeated comments provided by reviewers on previous phases, which can directly impact the QA audits score.

With this intention, an ERC submittal comments report can be exported into a spreadsheet and added one (1) or two (2) columns to perform a Self-QC. See the exhibit below.

| Submittal Report | | | | | QC | |
|--|-------------------|----------------|--------------|---------------------|--------------|------------|
| Financial Project: | XXXXXXX | Submittal | PLANS | | PM | QC checker |
| Submittal Phase: | PHASE II | Submittal | CONSULTANT | | James Watts | Jhon Smith |
| Received Date: | 4/19/2024 | Response | 5/16/2024 | | | |
| Grace Period: | 0 | District: | TURNPIKE | | | |
| Threads: | | | | | Incorporated | QC CHECK |
| Name | Assignment | Due Date | Status | Comments | | |
| Adam Brown | REVIEWER | 5/9/2024 | ACTIVE | | | |
| No | Status | Current Holder | Reference | Categories | | |
| 39 | RESPONSE ACCEPTED | | S-1 | SIGNING AND MARKING | | |
| Created By | Created On | Version | Delegate For | | JW | JS |
| Adam Brown | 5/6/2024 | 1 | | | | |
| Is the "Applicable IR's" needed at bottom left or is it a placeholder for future submittals? | | | | | | |
| James Watts | 5/16/2024 | 1 | | | | |
| Applicable IR's have been removed. | | | | | | |
| Adam Brown | 5/17/2024 | 1 | | | | |
| Response Accepted & Comment Closed | | | | | | |
| No | Status | Current Holder | Reference | Categories | | |
| 40 | RESPONSE ACCEPTED | | S-3 | SIGNING AND MARKING | | |
| Created By | Created On | Version | Delegate For | | JW | JS |
| Adam Brown | 5/6/2024 | 1 | | | | |
| Ensure the pay items are up to date per BOE - 700-1-600? Existing Pasco County line sign looks like a | | | | | | |
| James Watts | 5/16/2024 | 1 | | | | |
| Obsolete pay items have been removed from the plans. | | | | | | |
| Adam Brown | 5/17/2024 | 1 | | | | |
| Response Accepted & Comment Closed | | | | | | |
| No | Status | Current Holder | Reference | Categories | | |
| 41 | RESPONSE ACCEPTED | | S-3 | SIGNING AND MARKING | | |
| Created By | Created On | Version | Delegate For | | JW | JS |
| Adam Brown | 5/6/2024 | 1 | | | | |
| The FTP 65-06 = 36" x 18" and R3-4 should be 36" x 36" These signs do not appear to match these sizes. | | | | | | |
| James Watts | 5/16/2024 | 1 | | | | |
| Sign sizes have been revised. | | | | | | |
| Adam Brown | 5/17/2024 | 1 | | | | |
| Response Accepted & Comment Closed | | | | | | |

Columns added for QC

Note that the preparation and submittal of this document is a best practice and is not required by the FDM or the contract scope.

Addenda and Construction Revision Plans

Per FDM Manual [Section 151](#):

1. Key sheet

- 1.1. The information added to the revision block only notes revisions done to the key sheet.
- 1.2. FDM Exhibit 910-2 revisions log and block formats were followed.
- 1.3. The component revision log includes all the revisions made within the component.
- 1.4. The lead component revision log includes the revisions made to all the component plan sheets. (applies to FDM 300 series only)

2. General notes

- 2.1. A revision mark appears next to every revised item.
- 2.2. Clouds are shown only on the current revised items. Do not cloud pre-letting revisions.
- 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. On pre-letting revisions (Addendums), The 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 provided 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 provide 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 the revision notes on the sheets.

Document Management for Production

Per FDM Manual [FDM 111.7](#):

1. The FTE Project Manager is to create only one Production file folder.

| Name | Date modified | Type |
|-----------------|-------------------|-------------|
| MSP TSP TRACKER | 5/22/2023 9:18 AM | File folder |
| PRODUCTION | 3/20/2023 4:52 PM | File folder |

Type: File folder
Date modified: 3/20/2023 4:52 PM
Folders: 1 CONTRACT DOCS, 2 DESIGN DOCS, 3 QC DOCS, 4 CFIs, ...

2. Classify the categories in file folders under Design Documents found in Project Template. Per [FDM Table 111.7.1 – Document Summary Table](#)

| 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 production 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 the correct order, legible, completed, final, etc. ([FDM 111.7](#))
6. Ensure that all final documents, if required, have been signed and sealed. ([FDM 111.7](#), [130.2.2](#), [130.3](#), [130.3.1](#)) Common issues are shown below.

Recommended by:

Digitally signed by Luke S. Walker
Date: 2023.05.17 15:09:04-04'00'

Responsible Professional _____ Date _____

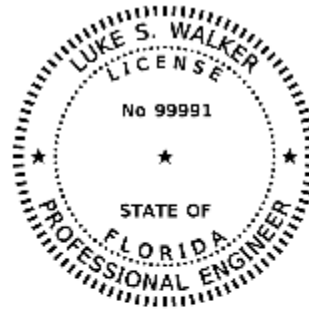
Approvals:

Date _____

Turnpike Design Engineer

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.

ROADWAY ENGINEERS, INC.
123 MAIN STREET
TALLAHASSEE, FL 32301
LUKE S. WALKER, P.E. NO. 99991

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

| | | |
|--|--|---|
| | <p>ROADWAY ENGINEERS, INC. 123 MAIN STREET TALLAHASSEE, FL 32301</p> <p>Lan B. Solo 2022.07.14 16:42:28 - 4'00'</p> <p>This item has been digitally signed and sealed by Lan B. Solo 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"> Summary Design Documentation - SR 869 Sawgrass Expressway Design Documentation - Sample Rd. <p>Appendices</p> |
| | <p>ROADWAY ENGINEERS, INC. 123 MAIN STREET TALLAHASSEE, FL 32301</p> <p>Luka S. Walker 2022.07.14 16:52:48 - 4'00'</p> <p>This item has been digitally signed and sealed by Luke S. Walker 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"> Design Documentation - MOT <ol style="list-style-type: none"> Lane Closure Analysis Detour Analysis Temporary Pavement Analysis Sight Distance Evaluation Autoturn Evaluation Barrier Wall Length of Need |
| | <p>ROADWAY ENGINEERS, INC. 123 MAIN STREET TALLAHASSEE, FL 32301</p> <p>This item has been digitally signed and sealed by Chuy J. 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"> Design Documentation - MOT <ol style="list-style-type: none"> Temporary Drainage Analysis |

- 7. Do not split documents that are signed and sealed.
- 8. Verify that the document has the 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

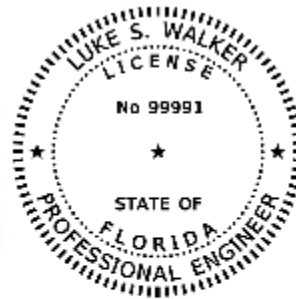
Design Element MP: Beg-End Existing Proposed Required Attr Crashes Approved Denied Addl. Docum. Phase III

Appendices: Yes No

Recommended by:

Luke S. Walker Date 8/22/2023

Name: Responsible Professional Engineer or Landscape Architect



Digitally signed by
 Luke S. Walker
 Date: 2023.08.22
 12:24:47-04'00'

(Seal)

Approvals:

Arturito T. Gomez Date 9/21/2023

Name: District or Turnpike Traffic Operations Engineer

Arturito T. Date: 2023.09.21
 Gomez 09:51:31-04'00'

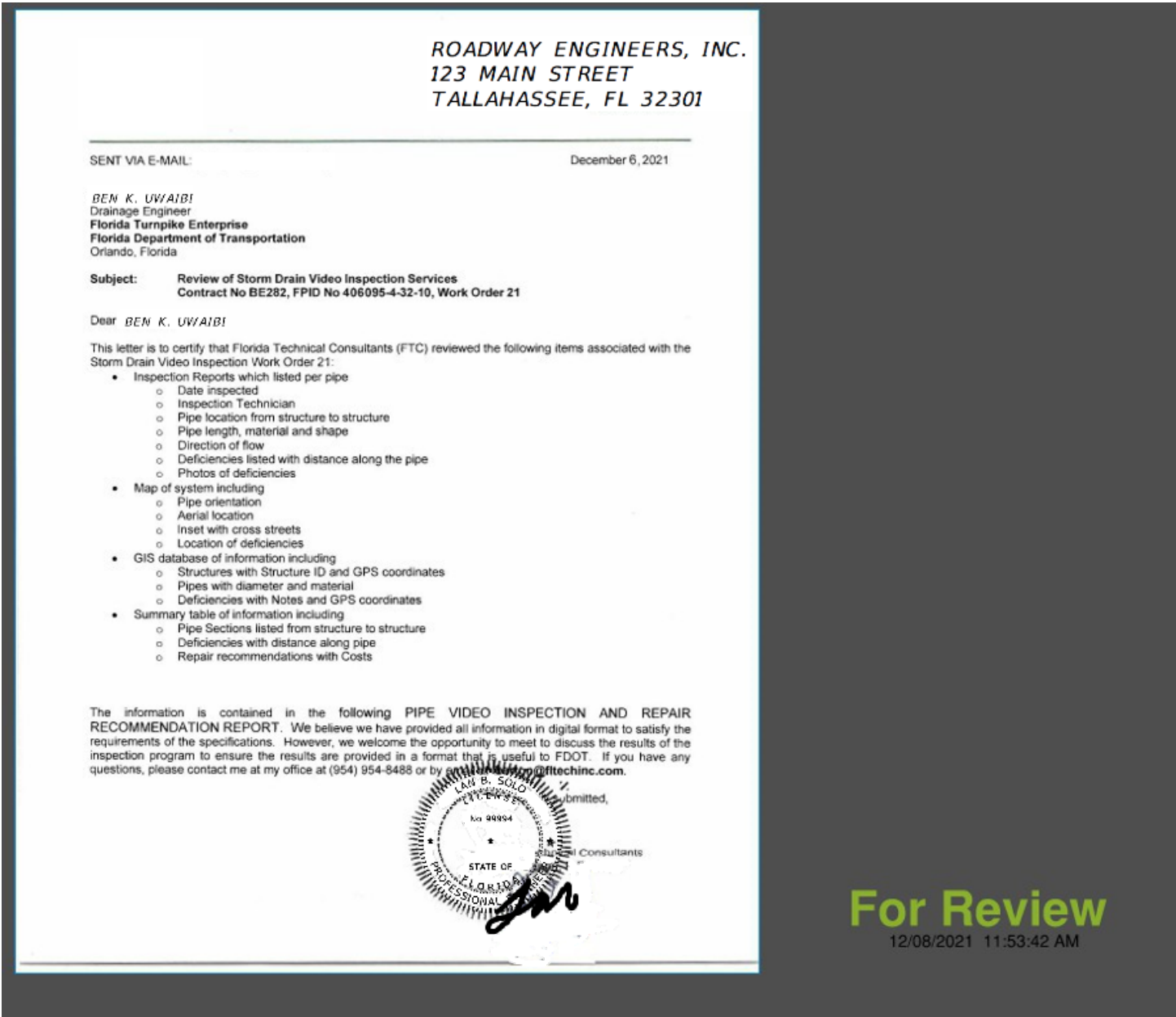
[Redacted] Date [Redacted]

Name: District or Turnpike Design Engineer



- 9. Ensure your signature is placed in the correct area.
- 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, and Report are signed and sealed if required). ([FDM 111.7.2](#))
- 12. Assign the correct file naming conventions to the documents. ([FDM 111.7.1](#))

13. Please make sure that all dates/comments are placed on the document and not off to the side as shown below. ([FDM 130.2.2](#), [130.3](#), [130.3.1](#))



14. Make sure that sign and sealed document file sizes are under 2GB.