

## Section 5.12

### FINAL AS-BUILT PLANS PROCESS

#### 5.12.1 Purpose

This procedure defines the process for the Resident Office (RO), both Department and Consultant Construction Engineering and Inspection (CCEI) staff, to use when preparing **Final As-Built Plans**. The standards provided are applicable to recording final quantities, revisions, and changes during construction in the **Final As-Built Plans**, as well as detailing the process to digitally sign and seal revisions and changes, where applicable.

#### 5.12.2 Authority

Sections 20.23(3)(a) and 334.048(3), Florida Statutes (F.S.)

#### 5.12.3 References

Section 337.015(3), 471.025, and 668.003(3), F.S.

Rule 61G15-23 and Rule 61G15-27.001, F.A.C.

Standard Specifications for Road & Bridge Construction

Review and Administration Manual, Topic No. 700-050-05

FDOT Design Manual, Topic 625-000-002

CADD Manual, Topic No. 625-050-001

Records Management Procedure, Topic No. 050-020-025

#### 5.12.4 General

One complete set of the original Contract Plans, digitally signed and sealed by the Engineer of Record (EOR), will be saved in the Department's collaboration site. A separate, complete set of Contract Plans will be extracted (i.e. EOR digital signature removed) and maintained in the Department's collaboration site as the **Final As-Built Plans** for each construction project.

Contents of the **Final As-Built Plans** will vary but will always contain those sheets necessary to completely record all work performed. The **Final As-Built Plans** must include all revisions and changes, in both design and construction, that indicate precisely how the project was constructed. The **Final As-Built Plans** will be made available to the District Final Estimates Office (DFEO) for review.

## 5.12.5 Digital Signing, Sealing, and Certifying for As-Built Plans

The Department requires the use of digital certificates acquired from a Public Key Infrastructure (PKI) approved provider to digitally sign documents. The PKI approved provider must be on the ***Business Identity and Credentials*** section of the [GSA IDManagement.gov Trust Services List](https://www.gsa.gov/IDManagement.gov/TrustServicesList). The digital certificate contains a unique digital ID that can be validated for authenticity. **Section 668.003(3), F.S.** defines using a certificate as a digital signature. For more information on digital signatures:

<http://www.fdot.gov/Construction/eConstruction/DigitalSignatures.shtm>

**Rule 61G15.23, F.A.C.** states that affixing a digital signature constitutes the signing and sealing of engineering work as defined in **Section 471.025, F.S.** The pictorial representation of the seal is not required. Affixing a digital signature can be done in two ways:

- (1) **Digitally signed** means the document is locked to prevent any modifications to the document. Modifications to the document after the digital signature is applied will invalidate the digital signature. The document must be extracted to “break” the certificate and allow editing. Contract Plans and revisions from the EOR are digitally signed.
- (2) **Digitally certified** means the document is digitally signed but will allow markups and additional digital signatures to be added without breaking the original certificate. Markups are akin to “post its” in the paper world. Markups “float on top of” the signed document and are not bound by the digital signature. Digital signatures can still be validated after markups are added. The ***Final As-Built Plans*** must be **digitally certified** by the responsible Professional Engineer (PE) prior to submittal to DFEO.

## 5.12.6 Receiving the Set of Contract Plans

### (A) District Level Responsibilities

The District Construction Office is responsible for providing the Contract Plans and back-up files to the Resident Office (RO) for use during construction.

### (B) Resident Level Responsibilities

Upon receipt, save the original electronic Contract Plans set to the Original Plans folder within the Department’s collaboration site. Extract the Contract Plans, separate them into the different components (if not provided by component), and save all components to the As-Built Plans folder within the Department’s collaboration site. Electronically reflect all

changes made to the contract on the extracted set of plans within the Department's collaboration site. Add all revisions to the extracted set of plans, and do not discard any pages. This extracted set of plans is the ***Final As-Built Plans*** and will be part of the ***Final Estimates Documentation***.

## 5.12.7 Updating the Plans after Contract Award

### (A) Revisions by EOR

There are situations when it is necessary or desirable to require the modification of the Contract Plans by the EOR after a project is awarded: the Contract Plans may have contained errors or omissions; field conditions may have changed; or the scope of the project may have been revised. Once the EOR has provided the electronically revised sheet(s) to the District, it is the responsibility of the Resident Engineer to ensure the sheet(s) are saved in the collaboration site. The revised sheets will be extracted from the signed and sealed file and inserted into the ***Final As-Built Plans*** file. The original sheet(s) will be voided. A Contract modification will be issued to incorporate revised plans into the contract per ***CPAM 7.3*** and ***7.4***.

### (B) Changes by Resident Office

Once all changes are reflected on the ***Final As-Built Plans*** (the extracted set of plans from [CPAM Section 5.12.6\(B\)](#)), the Responsible Engineer will "[flatten](#)" the changes to incorporate them into the document. The responsible PE will **digitally certify** the document to sign and seal the ***Final As-Built Plans***. By certifying the document, it allows the DFEO to apply markups during the Post Audit Review (PAR). The markups applied by the DFEO are not bound by the digital signature, but "[float on top](#)" of the ***Final As-Built Plans***.

When the responsible PE makes changes to the Contract Plans that reflect the as-built conditions of a project, the responsible PE is not considered a "successor engineer". There is no requirement that the same PE who designs the project must perform the as-built services, therefore, a PE who only prepares, and digitally signs and seals the as-built drawings is not a "successor engineer" as discussed in ***Rule 61G15-27.001, F.A.C.*** and need not follow the provisions of that Rule.

For changes not made by the EOR, the proper statement of disclaimer is required on the ***Final As-Built Plans***. The statement will be added to the ***Final As-Built Signature Sheet(s)***. This language should note that, by signing and sealing the disclaimer, the responsible PE is only taking responsibility: (1) for the changes in the plans and not the entire set of plans; (2) and for the specific change(s) only shown in redline, not for the entire page.

(1) Disclaimer to use when changes have been made:

*"The above-named professional engineer shall be responsible for the following changes, indicated in redline revision, in accordance with Rule 61G15-23.004, F.A.C. This project was constructed in substantial compliance with these plans as provided by the Engineer of Record."*

(2) If **Final As-Built Plan** sets have no changes, the responsible PE will digitally sign and seal the **Final As-Built Signature Sheet(s)** with a disclaimer that states:

*"This project was constructed in substantial compliance with these plans as provided by the Engineer of Record. These plans reflect "as-built" conditions, and no changes were made to the plan sheets."*

If the RO chooses to use CADD to make changes, the requirements in this chapter, and the **CADD Manual** must be met. Use the cloud revision utility from the Bar Menu in MicroStation or other mark-up tools in other software. The **CADD Manual, Section 5.7** describes the process of generating the proper naming convention and standards for updating the CADD files electronically. If changes are performed other than by cloud revision, such as completely manipulating the native CADD file, all changes must conform to the same procedures and requirements outlined in the **CADD Manual, Chapters 2, 4, and 5** and the **FDOT Design Manual (FDM) Chapters 130, 131, and 132**. After the native CADD file has been revised to reflect ~~A~~as-~~B~~built conditions, provide a PDF version for submittal with the **Final As-Built Plans**.

### **(C) As-Built Drawings by Contractor and Revisions by Contractor or Specialty Engineer**

As-Built Drawings by Contractor required by the **Specifications** for miscellaneous items (such as Intelligent Transportation Systems (ITS), signals, conduit, and lighting) and revisions to the Contract Plans made by the Contractor's EOR or a Specialty Engineer must follow the criteria in the **Specifications** (including but not limited to **Section 611, 630, and 715**) and the **FDM**. Submit As-~~B~~built Drawings and revisions in PDF format. It is recommended that As-~~B~~built Drawings required by the **Specifications** be entered into EDMS and the EDMS document number be referenced on the **Final As-Built Plans** in the applicable location. Revisions to the Contract Plan sheets should be inserted in the **Final As-Built Plans** per [CPAM Section 5.12.8\(B\)](#).

## 5.12.8 Final As-Built Plans Process

Update the ***Final As-Built Plans*** with all additions, deletions, and changes clearly delineated to reflect the actual conditions of the project as the job progresses. Enter ~~q~~Quantities within 30 days of pay item closeout. Delaying updates to the ***Final As-Built Plans*** increases the risk of errors and omissions.

[Attachment 5.12-1A](#) and [Attachment 5.12-1B](#) are flow charts of the ***Final As-Built Plans*** Process.

The ***Final As-Built Plans*** will be digitally certified, per [CPAM Section 5.12.5](#), to allow the DFEO personnel to make comments where appropriate. No pages will be discarded from this set.

### (A) Marking Conventions

Make changes electronically to the ***Final As-Built Plan*** set(s) using the following marking conventions:

#### (1) Resident Level Responsibilities

Project personnel use **red** line revisions. Cloud changes throughout the ***Final As-Built Plans***.

Quality Assurance project personnel use **orange** line revisions.

#### (2) District Level Responsibilities

Initial Reviewers during the District's Quality Control (QC) or Independent Assurance (IA) Review use **blue** line revisions.

Overviewers during the Post Audit Review (PAR) use **green** line revision.

Consultants hired, on behalf of the DFEO, use the appropriate marking conventions for the role they are supplementing. The function of the DFEO Initial Reviewer and Overviewer are detailed in the ***Review and Administration Manual, Section 3.5***.

**NOTE 1:** The use of layers to further differentiate markups/comments within the ***Final As-Built Plans*** PDF file(s) is encouraged but not required. If layers are utilized, ensure layer names are appropriate for the type of mark-up (i.e. position/name of personnel, such as Inspector, Contract Support Specialist, or PA) or type of review (IA, QA, QC, or PAR). (Also see requirement under [CPAM Section 5.12.8\(B\)\(2\)b](#).)

## (B) Plan Set Sheets

If an entire plan sheet is revised, imprint **VOID** on the original plan sheet using **red** text and insert the new plan sheet behind the original, voided sheet in the set of **Final As-Built Plans**, with exception of the **Key Sheet**. Insert the revised **Key Sheet(s)** in front of the voided **Key Sheet(s)**. All revised sheets will be defined on the **Key Sheet(s)** of the appropriate component.

### (1) The Key Sheet

The **Key Sheet** of each component of **Final As-Built Plans** must show the following data (see [Attachment 5.12-2](#) for example **Key Sheet**):

- (a) Line through or delete the “Contract Plans” preprinted line and imprint **Final As-Built Plans** prominently in **red** across the top of the sheet.
- (b) Display the following information on the right side and near the lower corner in **red** ink on the **Key Sheet**:
  - (i) Name of Prime Contractor
  - (ii) Name of Prime Consultant Construction Engineering Inspection (CCEI) (If In-House Project, so state)
  - (iii) Name of District Secretary (at time of final acceptance)
  - (iv) Name of Resident Engineer
  - (v) Name of FDOT Project Manager
  - (vi) Name of Project Administrator
  - (vii) Date Work Started
  - (viii) Date of Final Acceptance
- (c) Display a complete **Component Index** of the documents (with corresponding EDMS document numbers) related to the plan component on the left side of the **Key Sheet**, **not to exclude the following**:
  - (i) Additional plans, such as shop drawings, etc.
  - (ii) Other As-Built Drawings, such as Jack & Bore, Boring Path Reports, Bore Logs, Plowing, or Signalization will be listed as well.

- (iii) All project descriptions, Financial Project ID Numbers, length, etc., shown on the **Key Sheet** will be corrected to agree with the actual construction.

**NOTE 2:** It is the responsibility of the Resident Engineer to ensure Boring Path Reports meet the requirements of the **Specifications** prior to acceptance and payment.

## (2) The Design and Final As-Built Signature Sheet

Insert **Final As-Built Signature Sheet(s)** in each plan component behind the respective **Key Sheet(s)**. [Attachment 5.12-3](#) is an example **Final As-Built Signature Sheet**. The **Final As-Built Signature Sheet** can be downloaded from the State Construction As-Built Plans website at:

<http://www.fdot.gov/construction/eConstruction/AsBuiltPlans.shtm>.

If a Design Signature Sheet(s) is included in a plan component from the EOR, do not void it when inserting the **Final As-Built Signature Sheet**. Index all changes made in the field, which do not require an engineering evaluation, on the **Final As-Built Signature Sheet(s)**. **Digitally certify** and have it signed and sealed by the responsible PE. **Rule 61G15.23, F.A.C.** requires text to be included with a digital signature to indicate a document has been digitally signed and sealed. Printed copies are not considered signed and sealed. The Department's recommended signature appearance to comply with this requirement is shown in [Attachment 5.12-3](#).

- (a) The ~~R~~esponsible ~~E~~ngineer must include the company name and address, for each component's **Final As-Built Signature Sheet(s)**.
- (b) Show all changes to the **Final As-Built Plans** during construction for each component on the **Final As-Built Signature Sheet(s)** to include:
  - (1) Sheet number on which the change is shown in the plans
  - (2) A brief description of the change

If more space than provided is needed, an additional page(s) can be added to the **Final As-Built Plans**.

- (c) Complete the review table on the **Final As-Built Signature Sheet** as the project progresses. Ensure each person applying markups or changes to the **Final As-Built Plans** and all reviewers enter his/her name followed by the applicable position/reviewer type, the change/review date, and his/her agency/company name on the **Final As-Built Signature Sheet**. This applies to all project personnel (SPE, PA, CSS, Inspectors), all QA/QC/IA



reviewers (internal company reviews and Department reviews), and DFEO staff after final acceptance. If more space than provided is needed, an additional page can be added to the ***Final As-Built Plans***.

### (3) Typical Section Sheets

Mark authorized changes to the typical section appropriately. Include documentation for such changes as part of the ***Final Estimates Documentation***. Some typical examples include:

- (a) Increase or decrease in thickness
- (b) Change in type of material
- (c) Substitution of pay items
- (d) Change in limits of work
- (e) Addition/Deletion of items of work
- (f) Other Geometric designs (such as varied cross slope)

### (4) Summary of Pay Items

- (a) The ***Plan Summary Sheets*** for each of the major groups of pay items are to be included in the ***Final As-Built Plans***. Update pay item quantities on the Summary of Pay Items in the appropriate ***Pay Item Summary Box*** as detailed in ***CPAM Section 5.13***.
- (b) The original ***Estimated Quantities Report (EQR)*** and all revisions must be entered into the Electronic Document Management System (EDMS). Reference all back up documentation on ***Form 700- 050-10, Pay Item Summary and Certification***. For more information, see ***CPAM 5.13***.

### (5) Plan Sheets

The ***Plan Sheet*** details for all the major groups of plans become the permanent historical record of the construction project. Clearly delineate all changes in construction that would constitute a conflict in this record on the ***Final Plan Sheets***. Insert changes and cross out all incorrect data. The following changes must be noted:

- (a) Changes to the horizontal and vertical alignments as shown on the original Contract Plans
- (b) Stations or equations introduced or revised during construction



- (c) Intersection and crossover details which have been modified or relocated
- (d) Inlets, manholes, box culverts, and end walls added, relocated, revised, or deleted
- (e) All sidewalk modified in thickness or otherwise, and all curb and gutter, and shoulder gutter added, revised, or deleted
- (f) All driveways not shown on the original Contract Plans; driveways shown on the original Contract Plans but removed; or driveways modified in thickness or otherwise
- (g) All ditch locations and grades adjusted during construction
- (h) Changes in fencing items, including gate location
- (i) Sign locations changed and modified pavement markings
- (j) All signal details changed during construction
- (k) All Bridge, Approach Slab, and Lighting details different from the actual construction
- (l) Add Benchmarks (BMs) set during construction and their descriptions to the profile portion of the **Plan Sheets**
- (m) Reflect all Utility relocates and/or conflicts on the **Utility Adjustment Sheets**

## **(6) Summary of Drainage Structures, Optional Materials Tabulation and Drainage Structure Sheets**

Reflect changes on the **Final As-Built Plans** set, to include:

- (a) Plan lengths changed to reflect the actual construction length when an authorized field change is made or a plan error is noted
- (b) Show changes in flow line elevations on the **Plan Profile Sheets**
- (c) Changes in stations or offset dimensions
- (d) Changes in size of structures
- (e) Added/Deleted structures

- (f) Show the type of pipe material and thickness used at each structure on the ***Drainage Structures Sheets*** and the ***Optional Materials Tabulation Sheets***. Check the ***Aas-Bbuilt*** column to indicate what type of pipe material and thickness was used at each structure.
- (g) Types of inlets and manholes constructed must be indicated
- (h) When the method of measurement is plan quantity for cross drain and storm sewer pipes, distinguish plan errors from field changes due to different tolerances being applicable.
- (i) ***Lateral Ditch Sheets***: Delineate all adjustments in horizontal alignment of flow line grade on the ***Plan and Profile Sheets***. Adjust the cross-section to reflect the change if a pay quantity adjustment is required.

## (7) Cross-Section Sheets

The disposition of the ***Cross-Section Sheets*** in relation to a set of ***Final As-Built Plans*** depends on the method of payment set up for the earthwork items (refer to the ***Special Provisions*** of each Contract). Detailed instructions pertaining to earthwork are included in ***CPAM Section 5.16***.

- (a) ***Excavation Borrow Pits, Excavation Subsoil, and Excavation Channel on Cubic Yard Basis***: Prepare and include final ***Cross-Section Sheets*** and volumetric computations in the ***Final As-Built Plans***. These sheets are required to reflect the actual work accomplished and are the basis of final pay quantities. The original plan cross-sections will remain a part of the ***Final As-Built Plans***.
- (b) ***Embankment, Regular Excavation, and Lateral Ditch Excavation on Cubic Yard Plan Quantity Basis***: The original design cross-sections are used as the basis for both plan and final pay quantities and to control grading operations. Retain them as part of the ***Final As-Built Plans***. Prepare additional cross-sections to correct plan errors and/or to reflect field changes and add to the ***Final As-Built Plans***.

## (8) Final As-Built Bridge Plans

The Structures Designer and Facilities Engineers need accurate bridge records available for inspection, maintenance, rehabilitation, emergency repair operations, and any future widening operations. Record and/or reference the following information on the proper matrices, plans sheets, log books, and forms for bridge projects:

- (a) For each structure, a complete As-Built load rating, or a sealed load rating summary and a letter from EOR confirming the As-Bid load ratings represent the ~~a~~As-~~b~~Built condition. Clearly list casting dates and stressing dates for all post-tensioned concrete components in the As-Built load rating calculations. Record Load Ratings based on ~~a~~As-~~b~~Built condition on the appropriate forms and enter into EDMS in the appropriate group and document type with structure number identified.
- (b) Record Drill Shaft Inspection records, appropriately mark as permanent record, and enter into EDMS. Reference the EDMS number within the **Final As-Built Plans**.
- (c) Record Pile Driving Log Books/Pile Driving records, appropriately mark as permanent record, and enter into EDMS. Reference the EDMS number within the **Final As-Built Plans**.
- (d) Document all crack observations on the structures either through detailed sketches or "Crack Maps". It is the responsibility of the CCEI Inspector to perform this inspection (as outlined in the **CPAM Section 10.3.5**).
- (e) Enter Shop Drawings into EDMS and reference the EDMS number within the **Final As-Built Plans**.
- (f) Engineer approved repairs due to Request for Corrections (RFC) are not included in the **Final As-Built Plans**. For further explanation see **CPAM Section 8.11**.

Enter the above items into EDMS in the appropriate directory and reference the EDMS document number on the **Final As-Built Plans** in the applicable location. Original documents may be turned over to the District Structures and Maintenance Engineers for their use. Ensure all documents have been reviewed for Quality Control to ensure correctness and legibility.

Update the electronic design files for the Category II (see **FDM Chapter 121** for category definitions) bridge plans to reflect as-built conditions in the native CADD format. The Districts may opt to have the appropriate EOR or the CCEI consultant perform this CADD service. Submit the plans with the **Final Estimates Documentation**. The EOR must update the bridge load ratings based on the ~~A~~as-~~B~~built bridge plans or review load ratings submitted by the Contractor's EOR for contractor-initiated revisions per **CPAM Section 10.11**.

The RE will markup sheets requiring minor (non-engineering evaluation) ~~A~~as-~~B~~built changes and show those changes on the **Final As-Built Signature Sheet(s)**. For major changes, the RE will send revisions back to the appropriate EOR as outlined in **FDM**

**Chapter 131.** Any revisions made by value engineering decisions will be digitally signed and sealed by the Contractor's EOR. This may be a Cost Savings Initiative Proposal (CSIP) redesign or an original design of certain components including Shop Drawings. The Contractor's EOR will send the signed and sealed plan revisions back to the RE for inclusion into the **Final As-Built Plan** set.

Prior to submittal of the **Final Estimates Documentation**, the electronic Aas-Bbuilt plans will be secured with a digital certification.

## (9) Final As-Built Lighting Plans

Lighting details may reside either throughout the roadway plan set or within a Lighting Plans component for more complex designs. These details include project-specific information for luminaires (i.e., light fixtures) that require revision if the original plans differ from the Aas-Bbuilt condition. This information will assist maintenance personnel with replacing luminaires and matching the original installation's design properties.

Within the Lighting Data Table (defined in Florida Design Manual, Chapter 943.4), the following information must be changed to match Aas-Bbuilt condition:

- (a) Luminaire Make/Model
- (b) Lumen Output
- (c) IES Distribution Pattern (1 through 5)
- (d) Correlated Color Temperature
- (e) Input Wattage
- (f) Input Voltage

The above changes require approval of the lighting EOR per **Standard Specifications Section 715**. If approved, these changes must be included in the As-Built Plans.

### 5.12.9 Design-Build Final As-Built Plans

Provide Design-Build **Final As-Built Plans** meeting the requirements of the Request for Proposal (RFP) and Design-Build Specifications to the Department. It is not necessary to apply a digital signature to each page of the Release for Construction Plans; one signature will suffice for the entire document. Any required changes to the **Final As-Built Plans** by the Department must meet the requirements found within **this section of CPAM**. The Responsible Engineer will also insert the **Final As-Built Signature Sheet**, apply the appropriate statement of disclaimer per CPAM Section 5.12.7(B), and sign and seal the **Final As-Built Plans**.

## 5.12.10 Changes after Submittal of Final Estimates Documentation

### (A) Resident Level Responsibilities

It will be the ROs responsibility to make any changes, required due to findings by the DFEO during the Post Audit Review (PAR), that modify the **Final As-Built Plans**. All changes will be made in accordance with this Manual.

Exception to the above: Updates to an item's quantity by the DFEO after submittal of the **Final Estimates Documentation**, with no corresponding modifications to the Plans, will not require changes or new digital signature by the RO.

## 5.12.11 As-Built Data Collection

### (A) Final Quality Control Roadway Report (QCRR)

Asphalt As-Built Pavement Data will be collected on **Form 675-030-20A, Contractor's Quality Control Roadway Report (QCRR) - Automated Version**. The Project Administrator (PA) is responsible for submitting the final QCRR in Excel to the State Materials Office by email to [SM-MACQCRRUpload@dot.state.fl.us](mailto:SM-MACQCRRUpload@dot.state.fl.us) after Final Acceptance.

The PA is responsible for ensuring errors found on the **QCRR**, after final acceptance, are corrected by the Contractor. The final **QCRR** is to be replaced with the corrected version in EDMS and resubmitted to the State Materials Office explaining the form has been revised.

### (B) Intelligent Transportation System Facility Management (ITSFM)

The PA is responsible for obtaining Feature Import Templates (as required in **Specifications 611-2.3**) from the Contractor for review, acceptance, and submittal to the District Traffic Operations with the As-Built Plans for entry into the Department's ITSFM system. Enter applicable correspondence in EDMS.

### (C) Approved Product List (APL)

The PA is responsible for ensuring all APL data is entered into the Materials Acceptance and Certification (MAC) System ([projects let prior to January 1, 2026](#)) or [AASHTOWare PrC \(projects let on or after January 1, 2026\)](#) and the information is complete and accurate. It is required that APL data be entered at the time of installation. [For projects let on or after January 1, 2026, APL data will be entered by the Inspector on the Daily Work Report \(DWR\).](#) APL data is required to be entered ~~into the MAC~~ prior to approval

of each monthly estimate. Please contact the [Product Evaluation Office](#) for more information on required APL tracking. Also see **CPAM 5.14**.

## 5.12.12 Final As-Built Plans Handling Process

### (A) District Level Responsibilities

After the final close-out/PARs, ensure all required documents are included in the electronic files in EDMS.

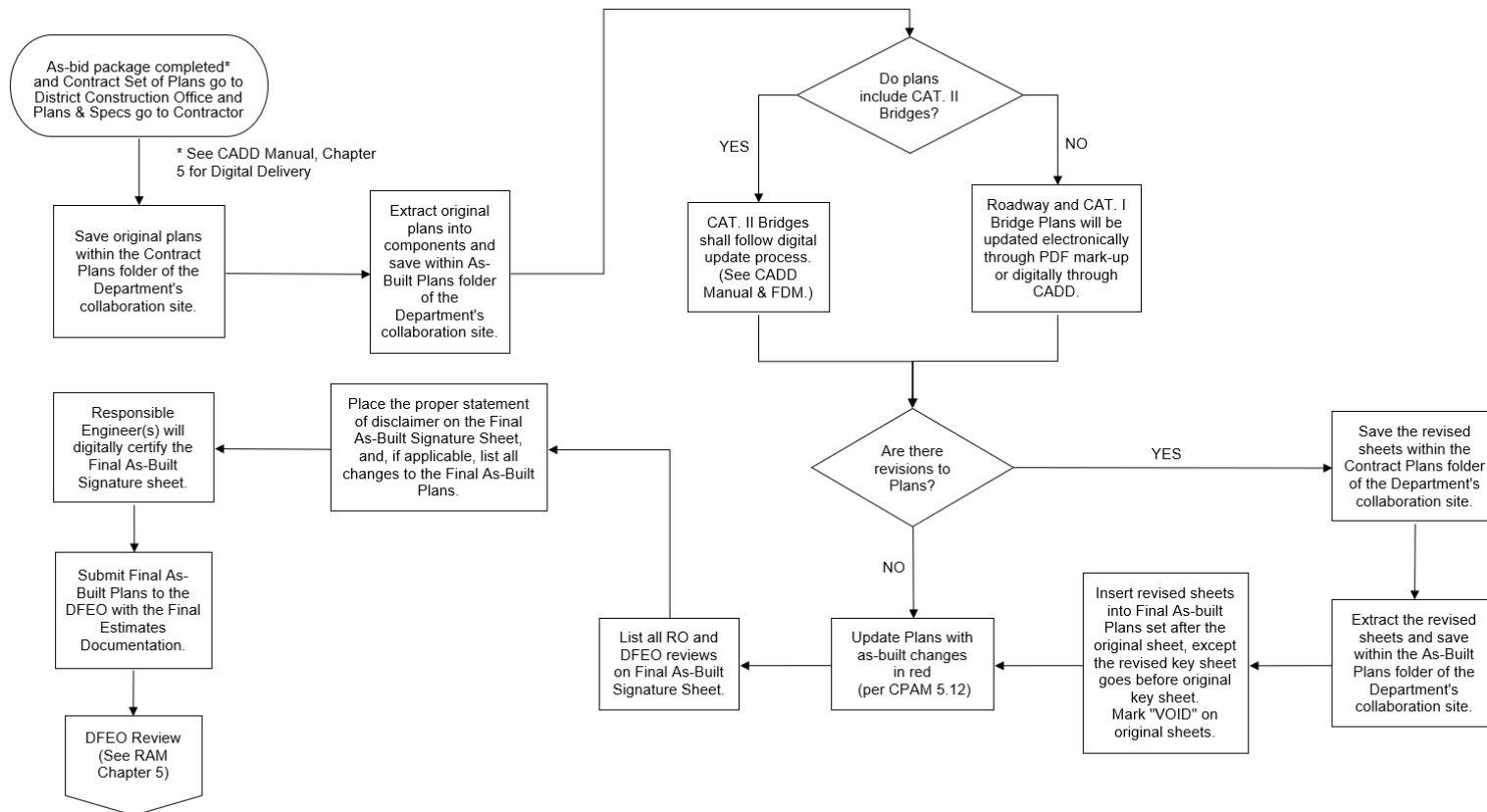
Keep projects pending litigation available until they are finalized.

Adhere to the Department's procedure for Record Retention as outlined in the **Records Management Procedure, Topic No. 050-020-025**.

## 5.12.13 Attachments

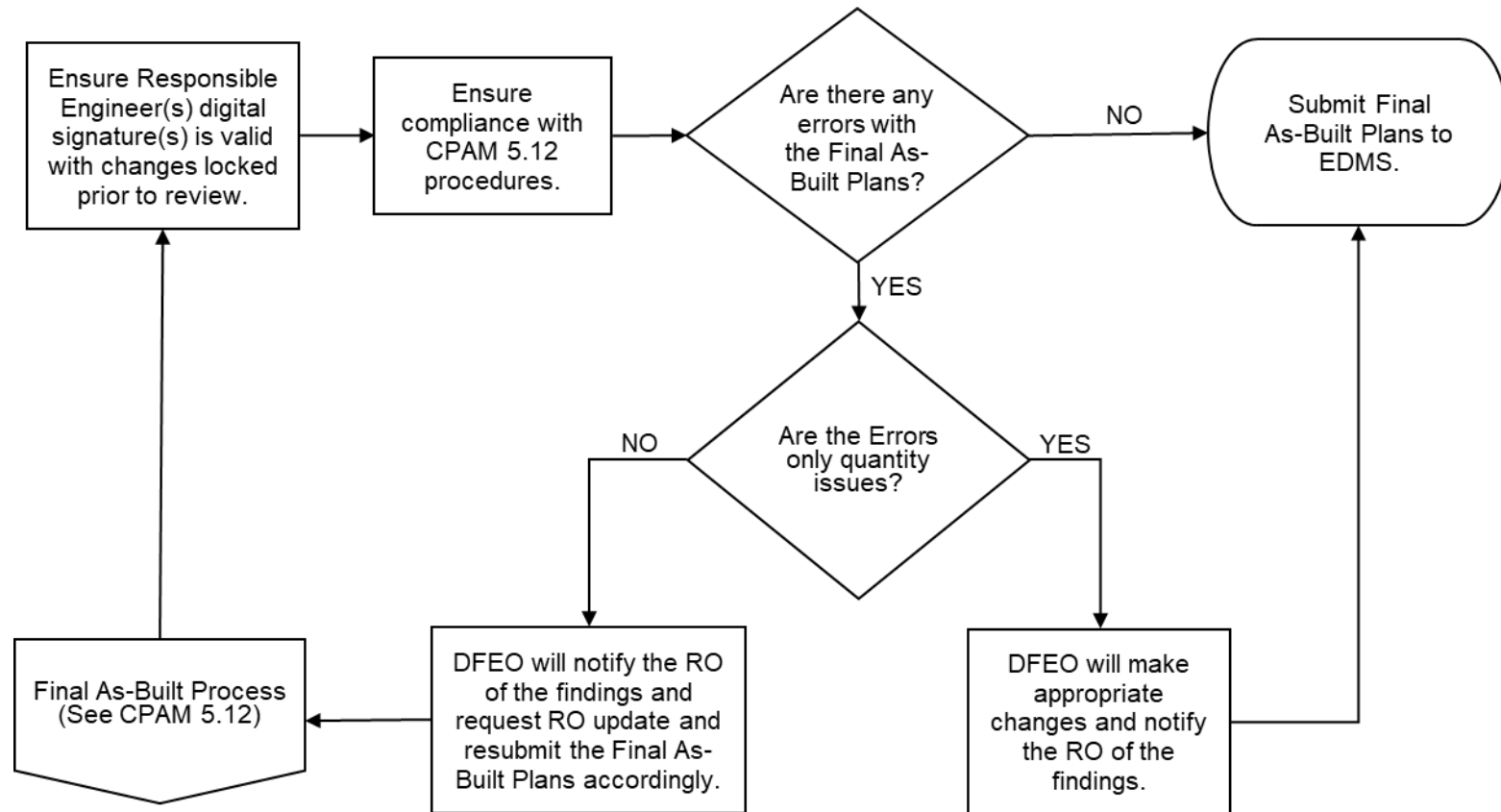
|                                    |       |                                                                |
|------------------------------------|-------|----------------------------------------------------------------|
| <a href="#">Attachment 5.12-1A</a> | ..... | Final As-Built Plans Process (Resident Office)                 |
| <a href="#">Attachment 5.12-1B</a> | ..... | Final As-Built Plans Process (District Final Estimates Office) |
| <a href="#">Attachment 5.12-2</a>  | ..... | Key Sheet                                                      |
| <a href="#">Attachment 5.12-3</a>  | ..... | Final As-Built Signature Sheet                                 |

## Attachment 5.12-1A FINAL AS-BUILT PLANS PROCESS Resident Office





**Attachment 5.12-1B**  
**FINAL AS-BUILT PLANS PROCESS**  
**District Final Estimate Office**



## Attachment 5.12-2 KEY SHEET

CONSTRUCTION CONTRACT NO. T1623

STATE OF FLORIDA  
DEPARTMENT OF TRANSPORTATION

**FINAL AS-BUILT PLANS**  
**CONTRACT PLANS**

FINANCIAL PROJECT ID 431278-1-52-01  
(FEDERAL FUNDS)  
POLK COUNTY (16030 AND 16030-301)  
STATE ROAD NO. 35/555

COMPONENTS OF CONTRACT PLANS SET  
ROADWAY PLANS  
SIGNING AND PAVEMENT MARKING PLANS  
SIGNALIZATION PLANS

A DETAILED INDEX APPEARS ON THE  
KEY SHEET OF EACH COMPONENT

INDEX OF ROADWAY PLANS

| SHEET NO.    | SHEET DESCRIPTION                    |
|--------------|--------------------------------------|
| 1            | KEY SHEET                            |
| 2-3          | SIGNATURE SHEET                      |
| 4            | SUMMARY OF PAY ITEMS                 |
| 5            | TYPICAL SECTION                      |
| 6            | TYPICAL SECTION DETAILS              |
| 50-1 - 50-47 | SUMMARY OF QUANTITIES                |
| 7 - 8        | SUMMARY OF DRAINAGE STRUCTURES       |
| 9            | OPTIONAL MATERIALS TABULATION        |
| 10 - 11      | BENCHMARKS                           |
| 12 - 13      | REFERENCE POINTS                     |
| 14           | PROJECT NOTES                        |
| 15 - 40      | ROADWAY PLAN                         |
| 41 - 42      | DRAINAGE STRUCTURES                  |
| 43 - 44      | DRAINAGE DETAILS                     |
| 45 - 47      | DRIVEWAY CROSS SECTIONS              |
| 48 - 50      | STORMWATER POLLUTION PREVENTION PLAN |
| 51 - 65      | TEMPORARY TRAFFIC CONTROL PLAN       |
| 66 - 67      | SUMMARY OF VERIFIED UTILITIES        |
| 68 - 71      | POTENTIAL CONTAMINATION SITES        |

LIST OF REVISED INDEX DRAWINGS

| INDEX NO. | SHEET NO.     |
|-----------|---------------|
| 600       | 1-12 OF 12    |
| 619       | 1-2 OF 2      |
| 11200     | 2 OF 3        |
| 11860     | 4 OF 8        |
| 17302     | 1 OF 1        |
| 17346     | 1-2 AND 13-14 |
| 17347     | 1-5 OF 5      |
| 17727     | 2 OF 2        |
| 17841     | 1 OF 1        |

RAILROAD CROSSING NO. 624492-H  
(SR 35/SR 555)  
CSX TRANSPORTATION, INC.  
RORP SV 851.17  
STA. 666+40.00 @ SURVEY SR 35/ SR 555

COMPONENT INDEX

JACK AND BORE AS-BUILT DRAWINGS  
SIGN SHOP DRAWINGS

EDMS DOC # \_\_\_\_\_  
EDMS DOC # \_\_\_\_\_

GOVERNING STANDARDS AND SPECIFICATIONS  
Florida Department of Transportation, 2013 Design Standards and  
revised Index Drawings as appended herein, and July 2015  
Standard Specifications for Road and Bridge Construction, as  
amended by Contract Documents.  
For Design Standards click on the "Design Standards" link at the  
following web site:  
<http://www.dot.state.fl.us/rddesign/>  
For the Standard Specifications for Road and Bridge Construction  
click on the "Specifications" link at the following web site:  
<http://www.dot.state.fl.us/specificationsoffice/>

TO HIGHLAND CITY  
TO EAGLE LAKE  
TO LAKE WALES  
TO FORT MEADE  
TO MULBERRY

END EXCEPTION  
STA. 668+44.33  
MP 0.323

BEGIN EXCEPTION  
STA. 666+02.69  
MP 0.269

END PROJECT (16030000)  
STA. 684+38.74  
MP 18.532

STA. 678+63.33  
STA. 98+16.05  
MP 0.508 END (16030301)  
MP 18.423 BEGIN (16030000)

NOTE: THE SCALE OF THESE PLANS MAY HAVE  
CHANGED DUE TO REPRODUCTION.

NAME OF PRIME CONTRACTOR: \_\_\_\_\_  
NAME OF PRIME CONSULTANT: \_\_\_\_\_  
DISTRICT SECRETARY: \_\_\_\_\_  
RESIDENT ENGINEER: \_\_\_\_\_  
PDOT PROJECT MANAGER: \_\_\_\_\_  
PROJECT ADMINISTRATOR: \_\_\_\_\_  
DATE WORK STARTED: \_\_\_\_\_  
DATE WORK FINAL ACCEPTED: \_\_\_\_\_

ROADWAY PLANS  
ENGINEER OF RECORD: MELISSA M. GRIMES, P.E.  
P.E. NO.: 72156

| LENGTH OF PROJECT       | LINEAR FEET | MILES |
|-------------------------|-------------|-------|
| ROADWAY                 | 13,433.36   | 2.544 |
| BRIDGES                 | 0.000       | 0.000 |
| NET LENGTH OF PROJECT   | 13,433.36   | 2.544 |
| EXCEPTIONS              | 168.15      | 0.032 |
| GROSS LENGTH OF PROJECT | 13,601.51   | 2.576 |

FDOT PROJECT MANAGER: M. WAYNE SHELTON

| KEY SHEET REVISIONS | DATE | DESCRIPTION |
|---------------------|------|-------------|
|                     |      |             |

NOTICE: THE OFFICIAL RECORD OF THIS SHEET IS THE ELECTRONIC FILE STORED AND SEALED UNDER RULE 61015-23.003, F.A.C.

| FISCAL YEAR | SHEET NO. |
|-------------|-----------|
| 16          | 1         |

## Attachment 5.12-3 FINAL AS-BUILT SIGNATURE SHEET

| <p><b>Ashley W Anderson</b></p> <p>Digitally signed by Ashley W Anderson<br/>Date: 2019.10.07 09:38:21 -04'00'</p> <p>STATE OF FLORIDA, PROFESSIONAL ENGINEER, LICENSE NO. 123456</p> <p>THIS ITEM HAS BEEN DIGITALLY SIGNED AND SEALED BY Ashley Anderson, PE ON THE DATE INDICATED HERE</p> <p>PRINTED COPIES OF THIS DOCUMENT ARE NOT CONSIDERED SIGNED AND SEALED AND THE SIGNATURE MUST BE VERIFIED ON ANY ELECTRONIC COPIES.</p> <p>FLORIDA DEPARTMENT OF TRANSPORTATION<br/>605 SUWANNEE STREET<br/>TALLAHASSEE, FL 32303<br/>ASHLEY ANDERSON, P. E. NO. 99999</p> <p>This project was constructed in substantial compliance with these plans as provided by the Engineer of Record. These plans reflect "as-built" conditions and no changes were made to the plan sheets.</p> | <div style="border: 2px solid black; padding: 5px; margin: 5px auto; width: 80px;">Digital<br/>Signature</div> <div style="border: 2px solid black; padding: 5px; margin: 5px auto; width: 100px;">Signature<br/>Appearance<br/>(Including Engineer<br/>Name and Address)</div> <div style="border: 2px solid black; padding: 5px; margin: 5px auto; width: 100px;">Statement of<br/>Disclaimer</div> <div style="border: 2px solid black; padding: 5px; margin: 5px auto; width: 100px;">List of<br/>Responsible<br/>Sheets</div> <div style="border: 2px solid black; padding: 5px; margin: 5px auto; width: 100px;">Reviewer<br/>Information</div> | <p><b>Ashley W Anderson</b></p> <p>Digitally signed by Ashley W Anderson<br/>Date: 2020.02.12 12:36:26 -05'00'</p> <p>STATE OF FLORIDA, PROFESSIONAL ENGINEER, LICENSE NO. 999999</p> <p>THIS ITEM HAS BEEN DIGITALLY SIGNED AND SEALED BY Ashley Anderson, PE ON THE DATE INDICATED HERE</p> <p>PRINTED COPIES OF THE DOCUMENT ARE NOT CONSIDERED SIGNED AND SEALED AND THE SIGNATURE MUST BE VERIFIED ON ANY ELECTRONIC COPIES.</p> <p>ROADWAY ENGINEERS, INC.<br/>123 MAIN STREET<br/>TALLAHASSEE, FL 32303<br/>ASHLEY ANDERSON, P. E. NO. 99999</p> <p>The above named professional engineer shall be responsible for the following changes, indicated in redline revision, in accordance with Rule 61G15-23.004, F.A.C. This project was constructed in substantial compliance with these plans as provided by the Engineer of Record.</p> <p>ROADWAY PLANS</p> <table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th>SHEET NO.</th><th>DESCRIPTION OF CHANGE</th></tr></thead><tbody><tr><td>1</td><td>PROJECT DETAILS</td></tr><tr><td>4-6</td><td>BASE THICKNESS CHANGED</td></tr><tr><td>SQ1-25</td><td>ADDED FINAL QUANTITIES</td></tr><tr><td>34</td><td>AS-BUILT OPTIONAL MATERIALS INDICATED</td></tr><tr><td>66</td><td>SIDEWALK REALIGNMENT</td></tr></tbody></table> <p>SIGNING &amp; PAVEMENT MARKING PLANS</p> <p>S2-S4      ADDED FINAL QUANTITIES</p> | SHEET NO.   | DESCRIPTION OF CHANGE                            | 1      | PROJECT DETAILS                                                     | 4-6 | BASE THICKNESS CHANGED                           | SQ1-25 | ADDED FINAL QUANTITIES | 34   | AS-BUILT OPTIONAL MATERIALS INDICATED | 66   | SIDEWALK REALIGNMENT | <div style="border: 2px solid black; padding: 5px; margin: 5px auto; width: 80px;">NO CHANGES</div> <div style="border: 2px solid black; padding: 5px; margin: 5px auto; width: 100px;">WITH CHANGES</div> |        |                      |  |  |  |  |     |      |                |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|--------------------------------------------------|--------|---------------------------------------------------------------------|-----|--------------------------------------------------|--------|------------------------|------|---------------------------------------|------|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|----------------------|--|--|--|--|-----|------|----------------|
| SHEET NO.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | DESCRIPTION OF CHANGE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |             |                                                  |        |                                                                     |     |                                                  |        |                        |      |                                       |      |                      |                                                                                                                                                                                                            |        |                      |  |  |  |  |     |      |                |
| 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | PROJECT DETAILS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |             |                                                  |        |                                                                     |     |                                                  |        |                        |      |                                       |      |                      |                                                                                                                                                                                                            |        |                      |  |  |  |  |     |      |                |
| 4-6                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | BASE THICKNESS CHANGED                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |             |                                                  |        |                                                                     |     |                                                  |        |                        |      |                                       |      |                      |                                                                                                                                                                                                            |        |                      |  |  |  |  |     |      |                |
| SQ1-25                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | ADDED FINAL QUANTITIES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |             |                                                  |        |                                                                     |     |                                                  |        |                        |      |                                       |      |                      |                                                                                                                                                                                                            |        |                      |  |  |  |  |     |      |                |
| 34                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | AS-BUILT OPTIONAL MATERIALS INDICATED                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |             |                                                  |        |                                                                     |     |                                                  |        |                        |      |                                       |      |                      |                                                                                                                                                                                                            |        |                      |  |  |  |  |     |      |                |
| 66                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | SIDEWALK REALIGNMENT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |             |                                                  |        |                                                                     |     |                                                  |        |                        |      |                                       |      |                      |                                                                                                                                                                                                            |        |                      |  |  |  |  |     |      |                |
| <table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th colspan="2">REVISIONS</th><th colspan="2">ROADWAY ENGINEERS, INC.<br/>123 MAIN STREET<br/>TALLAHASSEE, FL 32303</th><th colspan="2">STATE OF FLORIDA<br/>DEPARTMENT OF TRANSPORTATION</th><th>SHEET NO.</th></tr><tr><th>DATE</th><th>DESCRIPTION</th><th>DATE</th><th>DESCRIPTION</th><th>ROAD NO.</th><th>COUNTY</th><th>FINANCIAL PROJECT ID</th></tr></thead><tbody><tr><td></td><td></td><td></td><td></td><td>999</td><td>LEON</td><td>123456-1-02-01</td></tr></tbody></table>                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |             | REVISIONS                                        |        | ROADWAY ENGINEERS, INC.<br>123 MAIN STREET<br>TALLAHASSEE, FL 32303 |     | STATE OF FLORIDA<br>DEPARTMENT OF TRANSPORTATION |        | SHEET NO.              | DATE | DESCRIPTION                           | DATE | DESCRIPTION          | ROAD NO.                                                                                                                                                                                                   | COUNTY | FINANCIAL PROJECT ID |  |  |  |  | 999 | LEON | 123456-1-02-01 |
| REVISIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | ROADWAY ENGINEERS, INC.<br>123 MAIN STREET<br>TALLAHASSEE, FL 32303                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |             | STATE OF FLORIDA<br>DEPARTMENT OF TRANSPORTATION |        | SHEET NO.                                                           |     |                                                  |        |                        |      |                                       |      |                      |                                                                                                                                                                                                            |        |                      |  |  |  |  |     |      |                |
| DATE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | DATE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | DESCRIPTION | ROAD NO.                                         | COUNTY | FINANCIAL PROJECT ID                                                |     |                                                  |        |                        |      |                                       |      |                      |                                                                                                                                                                                                            |        |                      |  |  |  |  |     |      |                |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |             | 999                                              | LEON   | 123456-1-02-01                                                      |     |                                                  |        |                        |      |                                       |      |                      |                                                                                                                                                                                                            |        |                      |  |  |  |  |     |      |                |
| <b>FINAL "AS-BUILT" SIGNATURE SHEET</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |             |                                                  |        | 2A                                                                  |     |                                                  |        |                        |      |                                       |      |                      |                                                                                                                                                                                                            |        |                      |  |  |  |  |     |      |                |

| Date                   | Name            | Position (Title)            | Review Type, If Applicable |
|------------------------|-----------------|-----------------------------|----------------------------|
| <b>RESIDENT OFFICE</b> |                 |                             |                            |
| 10/26/2017             | Jane Doe        | 30% Review                  | QA                         |
| 10/16/2018             | John Doe        | 60% Review                  | QA                         |
| 10/31/2019             | Joe Smith       | 90% Review                  | QA                         |
|                        | Jimmy Smith     | Inspector                   |                            |
|                        | Jill Brown      | Contract Support Specialist |                            |
|                        | Ashley Anderson | Senior Project Engineer     |                            |
| <b>DISTRICT OFFICE</b> |                 |                             |                            |
| 11/06/2018             | Peter Piper     | IA Review (Jill Brown)      |                            |
| 11/06/2019             | Peter Piper     | 60% Review                  | QC OTHER                   |