Florida Department of Transportation

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KEVIN J. THIBAULT, P.E.
SECRETARY

ENGINEERING AND OPERATIONS MEMORANDUM 21-01,
December 21, 2021

TO: Central Office Directors in Engineering and Operations

FROM: Will N. Watts Jr., P.E., Chief Engineer

COPIES: Courtney Drummond, P.E., Assistant Secretary of Engineering and Operations

SUBJECT: E&O Technical Approval Requirements – Updates, Changes, and Issuance of Bulletins, Memos, Manuals, Specifications, and Standards.

Original instructions were emailed in February 2020 with modifications below. This memorizes the instructions for all departments and sub department in Engineering and Operations. Internal and industry reviews shall take place prior to Chief Engineers separate technical review. No document shall be published or go live for public use without Chief Engineers Approval.

When changes are proposed, the following questions must be completed by the responsible department and reviewed by the Chief Engineer:

1. Are changes in line with promoting and making meaningful progress on improving safety, enhancing mobility, inspiring innovation, and fostering talent; explain how?
2. What financial impact does the change have; project costs, pay item structure, or consultant fees?
3. What impacts does the change have on production or construction schedules?
4. How does this change improve efficiency or quality?
5. Which FDOT offices does the change impact?
6. What is the impact to districts with this change?
7. Does the change shift risk and to who?
8. Provide summary and resolution of any outstanding comments from the districts or industry.
9. What is the communication plan?
10. What is the schedule for implementation?