DATE: April 17, 2019

TO: District Directors of Transportation Operations, District Directors of Transportation Development, District Design Engineers, District Construction Engineers, District Structures Design Engineers, District Maintenance Engineers, District Roadway Design Engineers, District Traffic Operations Engineers, District Program Management Engineers, District Consultant Project Management Engineers, District Materials Engineers, District Project Development Engineers

FROM: Tim Lattner, P.E., Director of Design

Brett C. Wood, PSM, State Surveyor

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SUBJECT: Signing and Sealing Project Control Sheets

This Memorandum is providing information on upcoming changes to signing and sealing of Project Control sheets in the FDOT Design Manual (FDM). These changes will be implemented with the 2020 FDM; however, they may be implemented immediately at the discretion of the districts.

Draft changes to the FDM and the associated exhibits are included as attachments to this memorandum. The following bullets provide a summary of the changes:

- **FDM 130.2.1** and **FDM 302.6.1** will be updated to reflect that Project Control (CTL) sheets will no longer be eligible as early works.

- **FDM 310.1** will be updated to state:
  
  “The Engineer of Record will create the Project Control sheet from data extracted from the project survey and sign and seal the Project Control sheet.”

- **Exhibit 310-2** and **Exhibit 310-3** will replace the surveyor signatory with an Engineer of Record (EOR) signatory.
• The following note will be added to Exhibit 311-1 General Notes sheet:
  “2. All survey information was obtained from a licensed Florida Professional
  Surveyor and Mapper and utilized as supporting data in the production of design
  plans and for construction on subject project. The Professional Surveyor and Mapper
  of Record is:
  Surveyor Name, P.S.M.
  P.S.M. No.: #
  Company Name
  Company Address
  Certificate of Authorization: #”

BACKGROUND

The 2018 and 2019 versions of the FDM illustrate two options for a responsible professional signing
and sealing the Project Control sheets: 1. Professional Engineer of Record, and 2. Professional
Surveyor and Mapper of Record. The purpose of this change is to provide one consistent method to
sign and seal Project Control sheets within a set of plans.

CONTACTS

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ATTACHMENTS

Attachment A – Draft FDM 130.2.1
Attachment B – Draft FDM 302.6.1
Attachment C – Draft FDM 310.1
Attachment D – Draft Exhibits 310-2, 310-3, & 311-1

TL/BW/mjh

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ATTACHMENT ‘A’

DRAFT FDM 130.2.1
(1) Roadway Plans
(2) Signing and Pavement Marking Plans
(3) Signalization Plans
(4) Intelligent Transportation System (ITS) Plans
(5) Lighting Plans
(6) Landscape Plans
(7) Architectural Plans
(8) Structures Plans
(9) Toll Facilities Plans

Component plans may require insertion of sheets that were prepared early in, or prior to the design process (“early works”). The following early plan sheets may be contained in a separate signed and sealed PDF that is to be included as part of the Contract Plans:

**CTL-# Project Control**

**GR-#** Soil Survey and Report of Core Borings
**TR-#** Tree Survey
**UTV-#** Verified Utility Locate

No other plans sheets than those listed above are to be submitted separate from the component plans, except for manually signed and sealed documents as discussed in FDM 130.2.2.

See FDM 302 for instruction on how to show early plan sheets on the Key Sheet.

### 130.2.1.1 Single Digital Signature

Component plans that will be signed and sealed by a single professional (signatory) may place a signature block, as shown in Figure 130.2.1, on the component Key Sheet in lieu of using a Signature Sheet. Listing the sheets contained in the PDF to be signed and sealed is not required.
ATTACHMENT ‘B’

DRAFT FDM 302.6.1
302.6.1 Early Works

The roadway plans may require insertion of sheets that were prepared early, or prior to
the design process. These sheets may be identified and numbered with the following
prefixes:

**CTL-# Project Control**

(1) **GR-# Soil Survey and Report of Core Borings normally associated with the**
roadway plans set (including miscellaneous structures but excluding bridges and
walls)

(2) **TR-# Tree Survey**

(3) **UTV-# Verified Utility Locate**

Show these early works sheets in the index of roadway plan sheets behind the Summary
of Quantities sheets. Include an asterisk next to the early works title and a note below
the index per *Exhibit 302-1*.

No plans sheets other than those listed above are to be separated from the component
plans.

302.7 Professional Responsibility

An Engineer of Record (EOR) is the lead Florida licensed professional engineer in charge
of the preparation of the component plans. Place in the lower right corner the name and
license number of the EOR. Also show the name and address of the engineering business
or agency where the EOR is employed. Include the consultant contract number,
certificate of authorization number and vendor number when plans are prepared by an
engineering business.

For non-engineering professionals that are in charge of the preparation of the component
plans, change title to “Licensed Professional of Record”. Include similar information that
applies to their profession.

Place the name of the Department’s Project Manager below the EOR information. Show
only the Department’s Project Manager at this location, except for:

(1) When plans are prepared by Department Personnel, the name of the Department’s
designer may be placed immediately below the name of the Department’s Project
Manager.
ATTACHMENT ‘C’

DRAFT FDM 310.1
310 Project Control

310.1 General

The Project Control sheet provides a summary of horizontal and vertical datum (i.e., reference points, benchmarks and control points). The datum shown on this sheet must provide clear and sufficient information to establish horizontal and vertical control during the construction of the project. The data shown can be extracted from the project network control survey and historical control data, or reflect assumed datum. **The Engineer of Record will create the Project Control sheet from data extracted from the project survey and sign and seal the Project Control sheet.**

These sheets are to be placed in the component plans in accordance with **FDM 302.6**.

See **Exhibits 310-1 through 310-3** for examples of a Project Control sheet.

310.2 Sheet Setup

Use the standard plan format sheet provided in the FDOT CADD Software to prepare the sheet. Use standard symbols contained in the **FDOT CADD Manual**.

Provide a note on the Project Control sheet that identifies horizontal and vertical datum that the survey is based on.

310.3 Reference Points

Reference points are prominent, easily located points in the terrain used to define a location of another point that is located on the baseline of survey. The purpose of reference points is provide horizontal location to re-establish primary control points along the baseline of survey. Reference points should not be located on the baseline. Detailed descriptions of each reference point is illustrated with a sketch.

Place survey reference points on the Project Control sheet along the top of the sheet or where other space allows. Clearly indicate the baseline of survey and reference points, including all ties. Complete length of survey baseline between two consecutive reference points need not be shown. Clearly label each reference point, beginning at the first reference point within the limits of the project, and progressing in the direction of stationing. Reference points need not be drawn to any particular scale, but distances and angles shown must be proportionate.
ATTACHMENT ‘D’

DRAFT FDM EXHIBITS
310-2, 310-3, & 311-1
GENERAL NOTES

1. BENCHMARK ELEVATIONS SHOWN ON THE PLANS ARE NORTH AMERICAN VERTICAL DATUM OF 1988 (NAVD 88).

2. ALL SURVEY INFORMATION WAS OBTAINED FROM A LICENSED FLORIDA PROFESSIONAL SURVEYOR AND MAPPER AND UTILIZED AS SUPPORTING DATA IN THE PRODUCTION OF DESIGN PLANS AND FOR CONSTRUCTION ON SUBJECT PROJECT. THE PROFESSIONAL SURVEYOR AND MAPPER OF RECORD IS:

   ANNA KING, P.S.M.
   P.S.M. NO.: 9993
   MAPS R US, INC.
   678 COMPASS ROAD
   MIAMI, FL 33179
   CERTIFICATE OF AUTHORIZATION: 99699

3. THE LOCATION(S) OF THE UTILITIES SHOWN IN THE PLANS (INCLUDING THOSE DESIGNATED Vv, Vh, AND Vvh) ARE BASED ON LIMITED INVESTIGATION TECHNIQUES AND SHOULD BE CONSIDERED APPROXIMATE ONLY. THE VERIFIED LOCATIONS/ELEVATIONS APPLY ONLY AT THE POINTS SHOWN. INTERPOLATIONS BETWEEN THESE POINTS HAVE NOT BEEN VERIFIED.

4. UTILITY/AGENCY OWNERS:
   - SPRINT /FLORIDA, INC.
   - QWEST
   - MCI WORLDCOM
   - SPRINT COMMUNICATIONS
   - CITY OF TALLAHASSEE UTILITIES

5. SPECIAL EVENT DAYS FOR THIS PROJECT INCLUDE:
   - JACKSONVILLE JAZZ FESTIVAL
   - JACKSONVILLE JAGUARS FOOTBALL GAMES
   - FLORIDA VS. GEORGIA FOOTBALL GAME
   - THE GATOR BOWL PARADE
   - THE MONSTER TRUCK SHOW
   - THE GATE RIVER RUN

CONTACT

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JIM WEST
ANDY WORLEY
ROB SPRINTER
CHESTER DIGGER

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(904) 555-1234
(904) 555-2345
(904) 555-3456
(904) 555-4567
(904) 555-5678

Exhibit 311-1
Date: 1/1/20