130 Signing and Sealing Documents

130.1 General

The act of signing, dating, and sealing contract component plans, BIM files, specifications, reports, and other professional documents is collectively referred to as signing and sealing.

This chapter provides the Department's requirements for signing and sealing plans and documents in conformance with ***Florida Statutes (F.S.)*** and ***Florida Administrative Code (F.A.C.)***. The Laws and Rules referenced in this chapter are primarily those governing Professional Engineers. Other licensed professionals who are required to sign and seal plans and documents are to follow the Laws and Rules applicable to their professions.

It is the licensee's responsibility to comply with the signing and sealing requirements applicable to their profession's Laws and Rules. It is the district's responsibility to verify that documents are signed, sealed, and transmitted in accordance with this chapter.

130.2 Signing and Sealing Contract Plans

The transmitted Contract Plans Set, signed and sealed by the responsible professional(s), becomes the Record Set. Every sheet in the Record Set must be signed and sealed, except for the following, which may be appended to the Contract Plans Set:

- Existing Bridge Plans,
- ***Developmental Standard Plans,*** and
- Plans that are prepared by an employee of a utility owner or other employees exempted under ***Section 471.003, F.S.***, except as follows:
  - Utility plans that modify or detail attachments to a bridge (or other structure) belonging to the Department must be signed and sealed.
  - Plans prepared for a utility owner by nonexempt parties must be signed and sealed.

Every sheet of the Record Set must include a title block that contains information for the Professional Engineer who will sign and seal the sheet, showing:

(1) For an individual engineer: The engineer's name, address, and license number.

(2) For an engineer practicing through a licensed engineering business: The engineer's name and license number and the business's name and address.

(3) For an engineer employed by a local, State, or Federal agency: The engineer's name and license number and the agency's name and address.

For a non-engineering licensed professional, show similar information related to their profession.

130.2.1 Digital Signing and Sealing

Digital Delivery is the Department's standard method for electronically transmitting contract documents. This includes generating Portable Document Format (PDF) files for Contract Plans and Specifications Packages and applying a Digital Signature that meets all requirements defined in the ***CADD Manual***. For contract plans, a graphical representation of the professional's seal must appear adjacent to the Digital Signature Appearance.

Place the following OFFICIAL RECORD note along the right edge, just outside the border of each plan sheet that is digitally signed and sealed:

> "THE OFFICIAL RECORD OF THIS SHEET IS THE ELECTRONIC FILE DIGITALLY SIGNED AND SEALED UNDER RULE 61G15-23.004, F.A.C."

The rule number referenced in the note above applies to the Professional Engineer who is signing and sealing the sheet. A non-engineering licensed professional must reference the rule number that applies to their profession:

- Surveyors, Rule 5J-17.062, F.A.C.
- Geologists, Rule 61G16-2.005, F.A.C.
- Landscape Architects, Rule 61G10-11.011, F.A.C.
- Architects, Rule 61G1-16.005, F.A.C.

Electronically transmit each component plan set as an individual signed and sealed PDF. Collectively, these PDFs comprise the digitally transmitted Contract Plans Set. The component plans for Digital Delivery are as follows:

(1) Roadway

(2) Signing and Pavement Marking

(3) Signalization

(4) Intelligent Transportation System (ITS)

(5) Lighting

(6) Landscape

(7) Architectural

(8) Structures

(9) Toll Facilities

(10) Utility Work by Highway Contractor

It is sometimes necessary to insert sheets into a component plan set that were prepared during a prior phase or under a separate contract. These sheets are referred to as “early works” (see also ***FDM 910.2.6.1***).

Early works sheets are limited to those developed independently of the current design phase (such as during the PD&E Study). Sheets developed as part of the current design phase cannot be early works sheets.

The following early works sheets may be provided in a separate signed and sealed PDF and included as part of the Contract Plans:

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

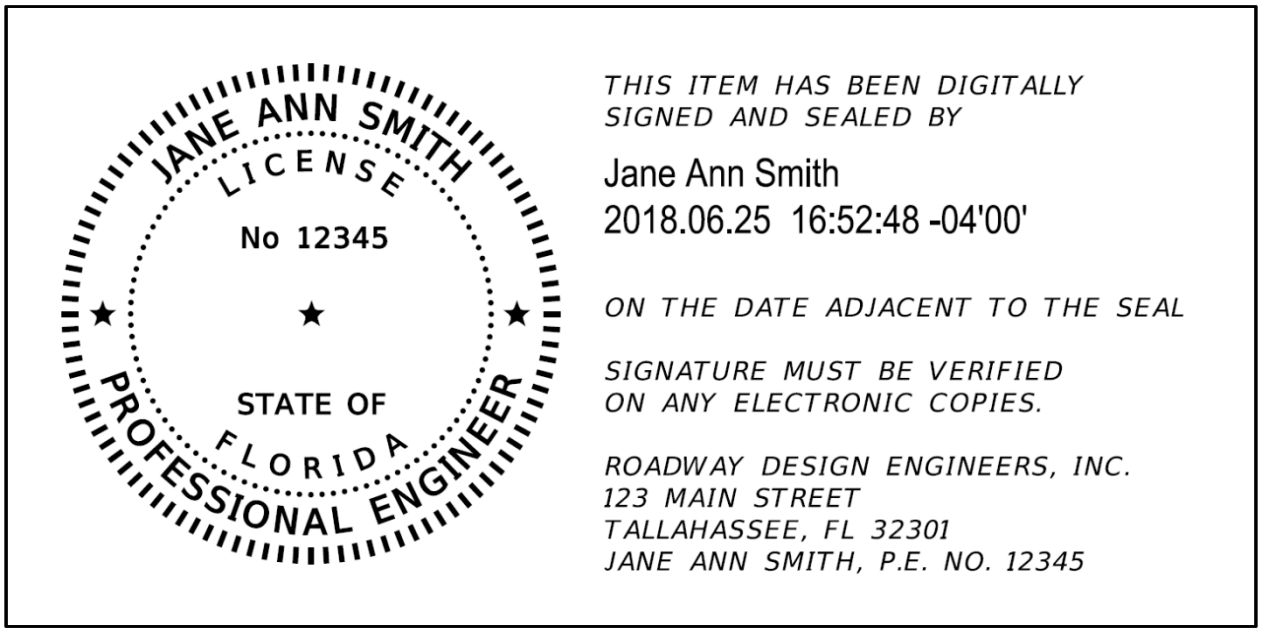
Note: No plan sheets other than these listed above can be separated from the component plans, except for manually signed and sealed documents in accordance with ***FDM 130.2.2***.

See ***FDM 910*** for guidance on showing early works sheets on a 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.

Figure 130.2.1 Signature Block



130.2.1.2 Multiple Digital Signatures

A Signature Sheet is required for component plans that will be signed and sealed by more than one professional. See ***FDM 910*** for Signature Sheet requirements.

130.2.2 Manual Signing and Sealing

Digital Delivery is the Department's standard practice for signing and sealing and transmitting contract documents. Manually signed and sealed documents are only accepted when Digital Delivery is not possible and must be approved by the District PS&E Engineer/Manager.

The district must receive one set of manually signed and sealed contract documents to be retained as the Record Set. Place the following note on the first sheet of the manually signed and sealed documents before scanning them into a PDF file: "This is a scanned copy of the original signed and sealed document". Use the scanned PDF file for the Letting process.

If the scanned PDF contains sheets that will be incorporated into a component plans set, follow the process for "early works" in ***FDM 130.2.1***.

Manual signing and sealing must comply with the Laws and Rules governing each licensee's profession.

Do not include the digital delivery note along the right edge of plan sheets that are manually signed and sealed.

130.3 Signing and Sealing Other Documents

Design-related documents (such as reports, calculations, specifications, and criteria packages) that support the development of the Contract Plans Set must be signed and sealed by the responsible professional.

Specifications Packages must be signed and sealed in accordance with the requirements outlined in the ***Specifications Handbook***.

130.3.1 Digital Signing and Sealing

Signing and sealing PDF documents is the standard practice for professional certification of electronic files. Place a signature block on the first sheet of every PDF document that requires signing and sealing. For documents other than component plans, including a graphical representation of the professional seal next to the Digital Signature Appearance is optional.

When including a representation of the professional's seal, use the signature block shown in ***Figure 130.2.1***.

When omitting the seal representation, use the following signature block:

[NAME], State of Florida, Professional Engineer, License No. [NUMBER] This item has been digitally signed and sealed by [NAME] on the date indicated here. Signature must be verified on any electronic copies.

130.4 Signing and Sealing BIM Files

BIM files consist of signed and sealed 2D or 3D CADD files that are included with the component plans. BIM files are listed in a manifest that is placed on the Signature Sheet within the component plans to which the files apply. Each listed file has a unique hash code that identifies the CADD file being signed and sealed. See ***FDM Exhibit 910.4*** for an example of a BIM file manifest.

CADD Manual, ***Section 8.4*** (Production Deliverable Files) outlines the steps to complete this process. A training webinar is available at: ***BIM S&S Procedure***.

130.5 Signing and Sealing Revisions

Design revisions are modifications made to the PS&E Submittal after acceptance by Central Office Final Plans. Revisions made after the contract has been awarded are classified as post-let revisions.

Revisions should be prepared and signed and sealed by the same professional who signed and sealed the corresponding plan sheet or document in the Record Set. When a revision must be signed and sealed by a different professional, the revised document must include language clearly defining the limits of responsibility of the new professional of record.

This ensures that each professional's responsibility is properly documented and that responsibility for original work and subsequent revisions is clearly distinguished.

Modification for Non-Conventional Projects
Delete the first sentence of the above paragraph and replace with the following: Design revisions are modifications to the plans submittal after it has been stamped Released for Construction.

130.5.1 Contract Plans Set

Prepare design revisions as outlined in ***FDM 132***. Sign and seal the revision package PDF in accordance with ***FDM 130.2***.

Prepare post-let revisions as outlined in ***FDM 151*** and ***Chapter 5*** of the ***Construction Project Administration Manual (CPAM)***. Sign and seal the revision package PDF in accordance with ***FDM 130.2***.

130.5.2 Specifications

Prepare a Supplemental Specifications Package whenever revisions are required to either:

(1) the current Specifications Package or

(2) a previously issued Supplemental Specifications Package.

The Supplemental Specifications Package must be signed and sealed in accordance with the ***Specifications Handbook.***

130.5.3 Other Design Documents

Place each revised sheet directly behind the cover sheet of the original signed and sealed document and ensure that every revised sheet is signed and sealed in accordance with the requirements applicable to the responsible professional.

130.6 Support Documents

Engineering decisions often rely on support documents prepared by non-engineering staff or other Department offices. Certain support documents require formal certification to confirm that they were developed in accordance with established Department procedures.

Two such documents are provided in ***Form 130-A*** and ***Form 130-B***; see ***FDM 103*** for forms.