DISTRICT 4 DESIGN
NEWSLETTER
September 2016

The Correct Way to Submit an EVT
By: Monifa Godfrey-Baker

Since this is the "age of technology", it is only fitting that Design moves in that direction as well. Most of you have already begun digitally signing and sealing plans and/or utilizing electronic signatures. In an effort to both "keep up with the times" and conserve paper, time, and energy, we have revamped the way Exceptions, Variations, and Typicals (EVTs) are submitted. While this will always be a work in progress as we look for more ways to continuously improve the process to ensure a smooth review, a database has been created to track the status of all pending EVTs. It is basically a one-stop shop for all submittals, changes, reviews and comments. This article will take you on a journey beginning with how and when meetings are scheduled, to how to correctly submit an EVT, as well as what happens after it gets approved and uploaded into PSEE, and ending with how the database will help with the process.

Scheduling a Meeting

EVT meetings are a regular weekly occurrence on Wednesdays in 30 -minute increments per FM#. In order to be scheduled for a meeting, EVTs must be submitted by noon on the Monday before the meeting. It is the Project Manager's (PM) responsibility to ensure that the proper documents are available prior to asking to be scheduled for a meeting. Meetings will no longer be scheduled without having either a digitally signed PDF or the original signed and sealed version of the document. If there is more than one item to be reviewed, the PM must request a longer time slot. A good rule of thumb for a typical section package review is: "More than four, ask for more!"

PM's must make their own arrangements when coordinating with their consultants. If a teleconference is needed, it is the PM's responsibility to arrange this and provide the information to their consultant. Consultants should not use the Admin staff as their point of contact instead of the PM. The meeting invite includes the necessary DOT personnel, but it is up to the PM to forward the meeting invite to their consultants.

Continued on page 2

In This Issue

Design Units

- Administration
- Consultant Project Mgmt
- Drainage
- Engineering Support
- Landscape
- Roadway
- Structures
- Survey and Mapping
- Traffic Design
- Utilities

The Correct Way to Submit an EVT continued

Original Submission

When submitting EVTs for review, you must keep this mantra in mind: “Don’t start what you can’t finish!” Which simply means this, the way the document begins, is the same way it must end. That is, if you receive a digitally signed and sealed version from your Engineer of Record (EOR), you must ensure that all subsequent signatures are digital as well. If you are unsure whether the city/county has digital signature capabilities, then your best bet would be to obtain a handwritten signature and stamp from your EOR. If the document has a handwritten signature, the PM must provide the original document via hand delivery. If it is digitally signed, then an unlocked electronic version must be submitted via email. A document should never have both an electronic and a handwritten signature.

A signature sheet, similar to the one found in contract plans, must be included in all digitally signed and sealed typical section packages. The signature sheet should provide signature lines for each engineer that will subsequently digitally sign the sheet, including the District Traffic Operations Engineer (DTOE), the District Project Development Manager (DPDM), the District Structures Engineer (DSE), and the District Design Engineer (DDE). The EOR should include a statement that explains that the digital file is the record document, not a printed copy (see PPM Vol. 2 Ch. 3 Exhibits for examples) in their signature. When submitting typical section packages that are being conventionally signed and sealed, the current process will remain unchanged.

On all variation and exception submittals, a table of contents must be incorporated after the cover sheet. This sheet, not the cover sheet, has to be signed and sealed by the EOR. Again, meetings will not be scheduled without the proper documentation being received.

Resubmittals

A resubmittal is oftentimes due to avoidable minor mistakes. The first “initial” review of an EVT should be done by the PM in order to ensure that the consultant is following the proper procedures, thereby minimizing the need for consequent resubmittals. After the initial review, if there are still changes to be made, EVTs are either labelled as “minor corrections” or “resubmittal requested”. If your EVT only has minor corrections, a new meeting is not necessary. If your document contains markups, you must resubmit the previous version along with the new version. Countless times we have heard, “The only thing that changed is . . ..” and after further review, “the only thing” turned out to be several new pages. If pages need to be inserted or removed, it is the PM’s responsibility to do so, as they are submitting a package that they are essentially saying is “acceptable”. If a resubmittal is requested, a second meeting may be necessary, but any subsequent resubmittals will not warrant a meeting. The exception to this is an Advisory review, which may require several meetings.

Approval Process and PSEE

Once, an EVT has been approved by the committee, the signature process begins. The turnaround time may take longer as we are working diligently to enforce the rules, especially where digital signatures are concerned, while simultaneously updating the process. The original typical section package should be readily available in the meeting, so that it can be signed by the appropriate parties, thus eliminating the need to be routed. In the case of off-system roads, the PM is always responsible for obtaining the City or County’s signature. Additionally, if the typical was conventionally signed and sealed, the PM is also responsible for obtaining the DTOE, the DPDM, and the DSE’s signature. All approved EVTs must be returned to be routed for the DDE’s approval and signature.

Continued on page 3

The Correct Way to Submit an EVT continued

All digitally signed EVTs will be routed for the PM, however it is the PM's responsibility to ensure that the correct, digitally signed, unlocked document is available.

Once an EVT has received all the proper signatures, it is then uploaded into PSEE and an email is sent to the PM for them to approve the document. PDFs will not be emailed, as they are available in PSEE. The original document is returned to the PM once the DDE has approved the document in PSEE.

EVT Database

Some of you may have seen the database being used in review meetings and have been wondering about. The database was originally created to stop that ever constant "Where's my typical?" or "Where's my variation?" question, however it has grown into so much more. Each time a PM submits an EVT, it is logged into the database concurrent with scheduling the meeting. If no meeting is required, the document is logged the same day it is received.

It contains project information as well as a copy of each version of the document that was submitted for review along with the date of and the comments from each review. With all the information stored in one place, it ensures a smoother process. There have been cases of PMs not having the review comments and resubmitting documents with the same errors; or bypassing the entire process and obtaining signatures on their own, only to then have to resubmit because of errors, or keeping documents that need to be uploaded to and approved into PSEE and realizing at the last minute. With the implementation of the database, all review comments are now readily available and can be emailed to the PM at any given time; it encourages everyone to follow the proper procedure and most importantly documents get uploaded into PSEE.

If you have any questions, please contact John Olson.

Now that you have a clearer understanding of "The Correct Way to Submit and EVT" I leave you with this: "This is a process. Growth and improvement takes time. Don't expect fast results, if you want good results."

Street Lights on FPL Poles
By: Kadian McLean, May Cheng and Tzeyu Ng

A number of projects now have street lighting components and the question of whether a project manager can request putting lights on FPL poles has come to the forefront. This option is always available and may even be the cheapest and/or the best. Some lighting projects have both a FDOT lighting system and lights on FPL poles. This was done to satisfy safety concerns, as the lights were too close to power lines and presented a hazard during installation and maintenance. What is needed to get lights installed on FPL poles?

Continued on page 4

Street Lights on FPL Poles continued

Firstly, a lighting analysis must be conducted to determine who will maintain the lighting system. FDOT maintains lighting on the interstate (e.g. I-95 and I-75) while the counties and cities are responsible for maintaining the lights on other state roads. Whether we are installing FDOT lights or mounting lights on FPL poles, the local agency must agree to maintain the street lights. The maintaining agency will either sign the *Roadway Lighting System Maintenance Agreement* (Form 710-010-52) or *State Highway Lighting, Maintenance, and Compensation Agreement* (Form 375-020-52). The former is signed if the lighting will be maintained solely at the maintaining agency's expense and the latter is signed if the Department will be reimbursing the maintaining agency. One of these agreements must be executed or there will be no street lights. If the maintaining agency has a previously executed agreement, an amendment will be necessary in order to add the new lights.

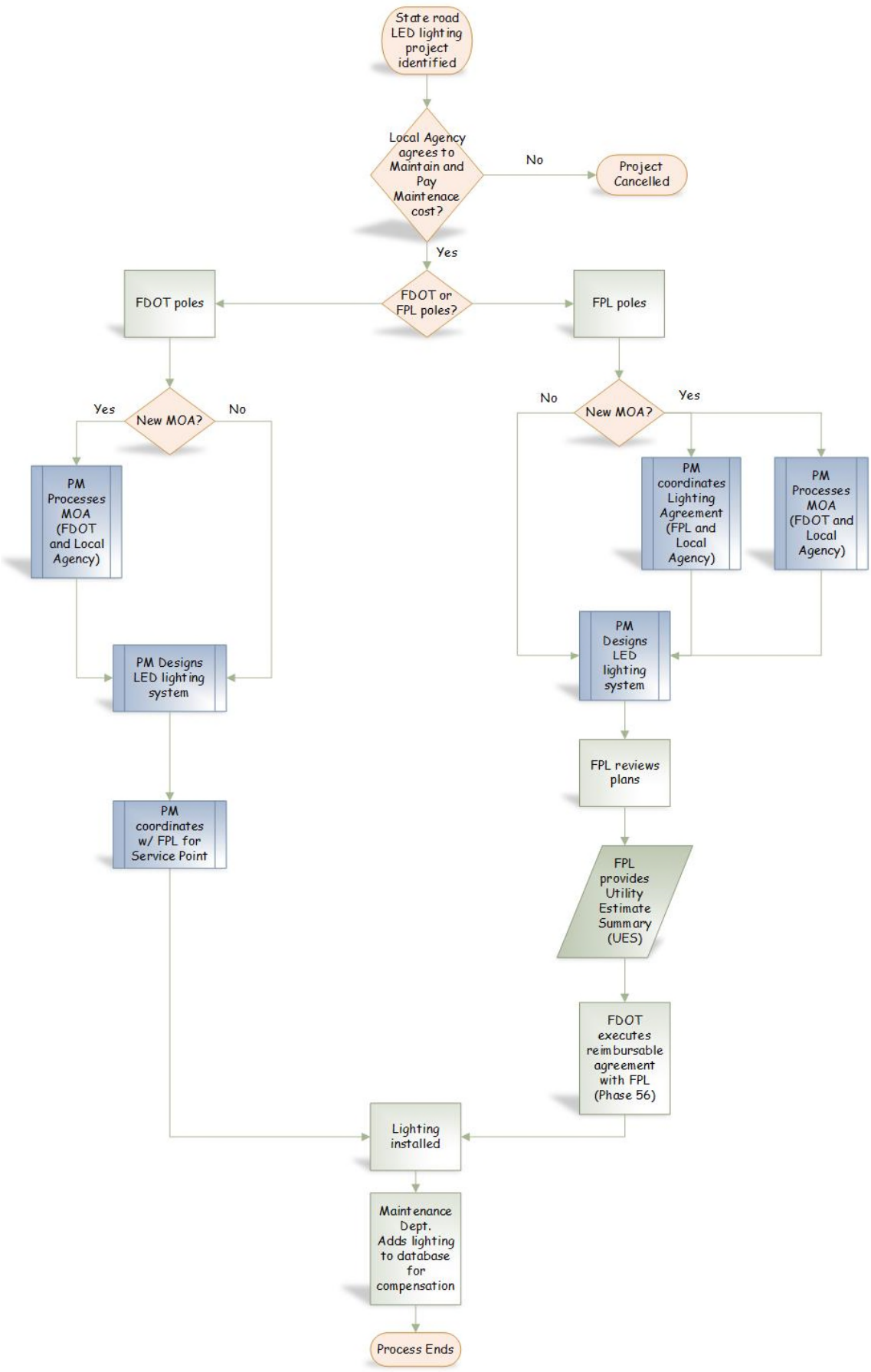
The lighting plan, which must be sent to FPL, should include the desired lighting on the existing and/or new poles; the mounting height as well as the type of luminaire. The negotiated staff hours for utility coordination do not incorporate hours for lighting coordination, as these are provided in the lighting section. It is the responsibility of the lighting designer and the PM to coordinate with both FPL and the maintaining agency for street lights. Once the desired lighting is finalized with FPL, they will provide a Utility Estimate Summary (UES). The Utility team will then execute an agreement with FPL for the installation/make ready charges for the street lights.

After this has been completed, the project plan set needs to reflect lighting that will be installed by others. FPL is required to provide a Utility Work Schedule (UWS) for the installation of these lights during the construction contract. This is the only way for the contractor and the construction team to be aware that street lights will be installed on FPL poles. It also makes applying for a permit to install street lights easier for FPL as the contractor has been made aware.

In order to maintain the street lights, FPL requires that the maintaining agency sign a street lighting agreement and pay a monthly fee. FDOT's current standard for street lights, LED luminaires, is considered premium lighting by FPL and in turn requires a premium fee. There are several maintaining agencies that don't agree with FPL's premium charge and therefore won't sign their agreement. The maintaining agencies are satisfied with FPL's charge for High Pressure Sodium (HPS) lighting but most don't agree with the charge for LED lighting. It is up to the PM to ensure that the maintaining agency will sign FPL's lighting agreement before an agreement with FPL for the installation/make ready cost can be executed.

The funds to pay FPL to install streetlights must be programmed under phase 56, since FPL is a utility agency, and therefore cannot be programmed under phase 52. If your project is federally funded, the programming of phase 56 can trigger a TIP/STIP amendment, if neither it nor phase 57 is currently programmed on your project. A TIP/STIP amendment can take at least three months if the phase 56 is needed for this in the current fiscal year, or the 1st 3 months of FY18. However, if it is programmed in the outer years, it will be part of the five-year work program, to be approved by the MPOs. Any new phase 56 for FY18 will not be available until late October 2017. Utility funds are encumbered by utility certification prior to Biddability, which can affect your project schedule and production. On a side note, the Work Program office will be unable to make changes to FY18 after October 14, 2016 and some funding types have already been closed.

STATE ROAD PROJECTS
LED STREET LIGHTS PROCESS



Design Yearly Award Winners

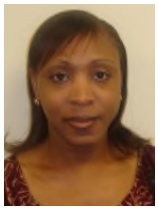
Design Employee of the Year: Monica Re

Nominator: Brigett Williams

Monica has been a key member of the Design Administration Staff since she joined the Department in 1998. She is one of the seven administration staff that provide administrative services to over 100 engineers and technicians in Design. Her main duties are travel coordinator, processing drainage & landscaping permits issued for payments, maintain database for cost center 452 offsite storage, in addition to general administration tasks. Monica does an excellent job on all her assignments. In particular, she made reservations and processed travel for over 100 events each year with 100% compliance on quality assurance reviews. She went over and above to complete the September Design EXPO hotel registration and travel approvals for 44 Design staff. In addition, she took the initiative to arrange car pool groups, and reserve vehicle, for Design and other departments. She coordinated with other Departments and kept them abreast of updates. Monica also successfully navigated the challenge of processing Expo reimbursements prior to end of fiscal year cutoff, even switching her regular day off to ensure completion before the end of the fiscal year. She processed all (44) reimbursement within a 2-week period and made the deadline. Monica consistently provides excellent customer and she does it with a smile. I am proud to nominate her for District Employee of the year.

Design Unit of the Year: District Utilities Office



Nominator: John Olson

The District Utilities Office consists of four people who do much more than just manage the utility process for D-4. They are led by Tim Brock and the group includes Eugene Khashper, Kadian Mclean and Juliet Ashbourne. This office is responsible for the utility coordination for every project in the district, the utility permitting process, the District Value Engineering Program, managing the District Errors and Omissions process, running risk workshops on our major projects and serving as the District Utility Coordinator for all statewide issues related to utilities. This is a monumental task for just four individuals but the sheer volume of work is not the reason that this nomination is being submitted. The manner in which this office conducts their business is transformative. Tim has continuously made improvements in the district processes that his unit manages and has done so by volunteering to take on any responsibility that comes his way. He led the effort to utilize the value engineering process in an innovative way to improve the right of way process and the TSM&O process in the district. Through the VE workshops on these two processes, the VE teams made hundreds of recommendations that are being implemented to streamline both of these processes. This effort has been so successful that the District Secretary has asked him to lead the next process VE workshop on the professional services process in D-4. As one of the smaller District Utilities Offices in the state, this group has provided exceptional support to one of the larger District work programs as its core business. Not only that, but under Tim's leadership, District 4 has won numerous awards for the most effective Value Engineering program in the state. Tim has also been a leader in the statewide roll out of the Risk Management Program. He has visited every district to provide training in risk management and is a primary resource for the Central Office Risk Management Office. There is a huge opportunity for utilities to derail either the design or construction phases on most roadway projects. District 4 has had a very large work program over the past several years and while there have been projects with unexpected utility issues, the Utility Office has reacted swiftly to solve the problems and keep the projects moving ahead to a successful conclusion. Tim's relationships with the Design Department and the Construction Office as well as his excellent relationships with the utility industry leaders has helped him become exceptionally effective at creatively resolving problems before they become larger than they need to be. I'm excited to nominate the District Four Utility Office for the Division Unit of the year Award. This office embodies the values of the Department, effectively and efficiently completes their mission and does so with the most incredibly positive and cooperative attitude imaginable. This award is very well deserved and long overdue for this hard working unit.

Design Yearly Award Winners continued



Design Team of the Year: Design U&Me Team

(Monifa Godfrey-Baker, Monica Re, Amie Tibbetts)

Nominator: Brigett Williams

The Team requested a total of 186 boxes from offsite storage and destroyed 185 of the 186. They work with the District Property Custodian, Project Managers and District Design Engineer obtaining approval for destruction. After approval is obtained, the destruction process begins. Recycle bins are obtained from Facilities the contents in each boxes are either placed in a bin or shredded. This reduction in offsite storage is a cost savings to the Department.

2016 D4 Award Winners

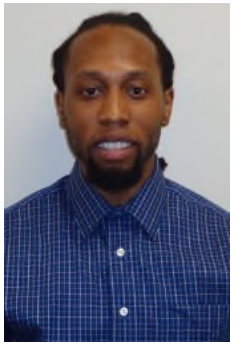
Howard Webb
Distinguished Manager Award

Bing Wang
District Partnering Award

Joseph Williams
Highway Engineering Award

Ruben Rodriguez
Roadway Jurisdiction Transfer Team

New/Relocated Employee Introductions



Garrett O'Brady - Design Section 3

Garrett O'Brady was born in Houston, Texas, but has lived in Florida his whole life. He attended Florida A&M University, where he played some football, but graduated from FIU with a bachelors in Civil Engineering. On a more personal note, Garrett is the middle child of three boys, has a Trinidadian background and has been a pescatarian for almost 2 years. He also has a dog and enjoys listening to music, playing sports, working out, and hanging out with family and friends. Please stop by and welcome Garrett to FDOT.

Cleevens Guerrier - Design Section 2

Cleevens is a recent graduate of the Florida Atlantic University, where he obtained his bachelor's degree in Civil Engineering. He was born in Haiti and moved to Florida just 6 years ago. For hobbies, he enjoys playing soccer and spends most of his weekends watching the European leagues. He also has a huge passion for table tennis and describes himself as very friendly and easy going, so please stop by and welcome Cleevens to the FDOT family.

Binod Basnet - CM Section 5

Binod is originally from Nepal and moved to the USA to pursue a Master's Degree in Civil Engineering from Lamar University in Texas in 2004. Binod has worked as a Civil Engineer in building construction and hydropower construction. After his graduation, Binod worked with other consulting firms as a Project Engineer and Professional Engineer, as well as at the Florida Department of Health. Binod joined the Florida Department of Transportation District 4 as a Drainage Engineer in 2014 and has worked as the District Environmental Permits Engineer. Outside of work, Binod enjoys spending family time and traveling with his wife and a 7-year old daughter, Eva. He also enjoys playing Soccer, Tennis and Ping Pong.

Nicholas Campanile - Surveying and Mapping

Please welcome Nick Campanile, PSM who started with the Department on July 15th as a Section Leader in the Surveying and Mapping unit. Nick served the past 22 years with FDEP in Tallahassee with the Division of State Lands, Bureau of Survey and Mapping. Since attaining a Bachelor of Land Surveying from the University of Florida, Mr. Campanile has gained over 30 years of experience in surveying and mapping, including both, public and private sectors of the profession as well as over 10 years of experience teaching surveying and mapping related courses at two Florida community colleges. Mr. Campanile is also a member of the Florida Board of Professional Surveyors and Mappers, serving in his initial four year term. Nick is married with two grown sons. His outside interests include winemaking, biking, golfing, boating, and just about anything outdoors.

Upcoming Events

- Service Pin Ceremony - October 6th
- Design Semi-Annual Town Hall Meeting - November 8th
- Design Holiday Luncheon - December 15th

Acknowledgement

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