

**PORT ST LUCIE UTILITY SYSTEMS DEPARTMENT**  
**"ELECTRONIC" SHOP DRAWING REVIEW PROCESS**

**Shop Drawing Procedures**

The Engineer of Record (EOR) shall familiarize themselves with the Port St Lucie Utility Systems Department (PSLUSD) Utility Standards Manual. The shop drawings shall be submitted to PSLUSD in a single 24-bit color Portable Data Format (PDF) file. If scanned, use 300 dpi resolution.

Prior to submission of the shop drawing, Contractor shall clearly label and number each sheet in the submittal to indicate the total number of sheets in the series (i.e., 1 of 12, 2 of 12.....12 of 12). Stamp (in red) and initial each drawing, page, cut sheet, etc. of the submittal, indicating they have reviewed the submittal for compliance with the plans and specifications. In the case there is no place for the stamp on the front, please stamp the back side of each sheet, indicating the page number (i.e., back of page 1 of 6). Ensure that these pages are also scanned or otherwise included in PDF when submitting the shop drawing electronically.

EOR receives shop drawing(s) from Contractor. EOR is to determine if the shop drawing is incomplete and/or does not meet PSLUSD Standards. Shop Drawings not meeting requirements shall be routed back to the Contractor for resubmission.

Shop drawings shall not be used for obtaining clarification regarding construction plans or specification requirements. Such clarifications shall be submitted to the PSLUSD project Manager/Plan Reviewer.

**Schedule of Shop Drawings**

If requested by PSLUSD, prior to the submission of any shop drawings, Contractor shall submit a schedule of shop drawings submittals to the EOR. For each planned submittal, define the following; description of item, location(s).The schedule of shop drawings shall be submitted to the EOR. Once verified, the EOR will forward to the PSLUSD in electronic PDF format.

**Stamping Shop Drawings:**

EOR reviews the shop drawing and implements comments in red, and stamps every sheet with the disposition ("APPROVED" or "APPROVED AS NOTED"), include initials and date. Each item must have one disposition review stamp. Multiple dispositions on the same sheet is prohibited. Additional comments may be added where they apply, on the page or in an attached memorandum.

Please note: Stamping must be incorporated in red and include reviewer's initials, date and code disposition.

EOR has two options for implementation of stamping:

- 1) manually stamp and sign the shop drawing depicting comments then scan and upload the shop drawing or,
- 2) incorporate comments and stamping electronically.

### **Signed and Sealed Documents**

If a shop drawing submittal reflects any changes in the design and/or details of the Approved Construction Plans, the Contractor shall have had a Specialty Engineer sign and seal each drawing affected as well as the cover sheet of any design calculations required in accordance with the Florida Board of Professional Engineers regulations as outlined at the following link: <http://fbpe.org/>.

Prior to EOR submitting shop drawing to PSLUSD, ensure that the Engineer's seal capable of leaving a permanent ink representation or other form of opaque and permanent impression is legible. Failure to do so will constitute the submission as incomplete and shop drawing will be routed back to EOR, and re-submittal will be required.

When submitting Signed and Sealed calculations, it is acceptable to incorporate the code disposition stamp on the cover sheet of the calculations. All pages must be labeled as page x of y (as in Page 1 of 12). Any shop drawings included must be stamped on each page.

### **Electronic Submission**

The shop drawings shall be submitted to PSLUSD in 24-bit color PDF format as a single file. If scanned, use 300 dpi resolution. It is the responsibility of the EOR to ensure that the shop drawing submission meets the required format. The submittal must include the City of Port St Lucie Utility Systems Department Shop Drawing Review Form.

EOR is to submit Shop Drawings/Submittals to PSLUSD electronically by utilizing the email address of [UtilEng@cityofpsl.com](mailto:UtilEng@cityofpsl.com), FTP site, or by sending a CD to: Port St Lucie Utility Systems Department, 121 SW Port St. Lucie Blvd, Building B, 2<sup>nd</sup> Floor, Port St. Lucie, FL 34984.

File shall be named "ShopDrawings.PDF". If submitted via e-mail, the subject line should contain the PSLUSD project number and project name.

### **Electronic Review and Approval of Shop Drawings**

The PSLUSD Reviewer may add additional comments or strike through comments made by EOR. Before final disposition is established, PSLUSD Reviewer and EOR must agree on the comments made and the disposition of the shop drawings.

The PSLUSD Reviewer stamps each item and incorporates their name and date, then submits processed shop drawings via email back to the EOR.

Final Shop Drawing Approval rests with the PSLUSD Shop Drawing Stamp. If contractor proceeds with only EOR review, Contractor proceeds at their risk. Shop Drawing is not complete until PSLUSD has stamped the shop drawing. However, each shop drawing may have multiple comments from Contractor, EOR or PSLUSD.

<b>Shop Drawing Review</b>	
Review is for general compliance with project documents, permits and specifications. Sole responsibility for correctness of dimensions, details, quantities, and safety during fabrication and construction remain with the Contractor. Comments made during this review do not relieve the Contractor from these responsibilities.	
<input type="checkbox"/> Furnished as submitted	<input type="checkbox"/> Revise and resubmit
<input type="checkbox"/> Furnish as noted	<input type="checkbox"/> Rejected
<b>City of Port St Lucie - Utility Systems Department</b>	
By: _____	Date: _____



# City of Port St Lucie

## Utility Systems Department

Email: UtilEng@cityofpsl.com

1001 SE Prineville St, Port St Lucie, FL 34983

### Shop Drawing Review Form

Project Name

PSLUSD Project No.

**Shop Drawings Submitted:** PSLUSD Qualified Products List (QPL)  
 Other Shop Drawings (Describe)  
 Other Shop Drawings (Describe)

One copy of each shop drawing, manufacturer's product sheet , or the Port St. Lucie Utility Systems Department (PSLUSD) Qualified Products List (QPL) shall be submitted in one 24-bit color PDF format electronic file (300 DPI resolution, if scanned). The Engineer of Record and the Contractor shall sign or initial each page submitted for review by the PSLUSD.

#### Concurrence of the Engineer of Record:

By signature below, the Engineer of Record for the referenced project agrees that the referenced shop drawings adhere to the Standards and Details of PSLUSD. It is understood that the PSLUSD will reject construction not in accordance with the Standards and Details.

Engineer's Name:

Company Name:

Florida License No.:

Signature:

Date:

#### Concurrence of the Utility Contractor:

By signature below, the utility contractor for the referenced project agrees to adhere to the Standards and details of PSLUSD. It is understood that the PSLUSD will reject construction not in accordance with the Standards and Details.

Contractor's Name:

Company Name:

Florida License No.:

Signature:

Date:

PSLUSD makes no representation that the shop drawings are accurate or represent that the shop drawings will meet the needs of the project. The Engineer of Record and the Utility Contractor are cautioned that any product that fails to meet the requirements of PSLUSD will not be accepted. PSLUSD is not responsible for additional project costs or project time delays due to PSLUSD non-acceptance.

To Be Completed by PSLUSD

PSLUSD Project No.

Comments: