

# Q&A for . . .

## FDOT Digital Delivery Part One of Three

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**Q: Why is the delivery process are different from on district to another, shouldn't it all be the same?**

A: Yes they should. However, our new procedures do offer some flexibility depending on the demands of the projects. A three R project will not look like a complex project with multiple bridges. They may not all look the same, but they should all follow the same procedures.

**Q: As I understand it, Consultants must request this through their FDOT Project Manager, is this correct?**

A: No. External design consultants can go directly to the [Identrust website](#) to obtain their certificate. They may need approval from their consultant management, but this does not involve anyone at FDOT. Consultant employees of the Department, on the other hand, must use the [AARF system](#), the same as State employees. Approval comes from their cost center manager and security coordinator. The approval process continues thru Office of Information system until they finally get their certificate from Identrust. FDOT Project Managers are not involved.

**Q: The digital delivery process has been a huge success and much more efficient than PEDDS was. However, we have received feedback from in-house staff and consultants that it would be easier from a coordination standpoint to sign and seal component .pdf's rather than a composite project.pdf with a Signature Sheet for final deliveries to Central Office. The particular concern is sending/sharing a large file involving multiple EOR's, differing availabilities, etc., around the time of the mail date which can be difficult to coordinate/manage. Is the component plan .pdf approach currently acceptable for digital deliveries or can this approach be considered further by Central Office for implementation?**

A: Agreed! I strongly encourage Project Management to separate the project into component PDF's. This is why we have the file naming scheme that we currently do. There are a number of reasons why this is an advantage. Only the simplest of projects should be delivered as a single PDF. This will be one of the primary topics of the next webinar.

**Q: Where can I see all of the webinars?**

A: <http://www.dot.state.fl.us/ecso/downloads/GoToMeetingTraining/PostedWebinars.shtm>

**Q: I already have my digital certificate but when I click to export through internet explorer, it won't allow me to click "Yes, export the private key". That option is shaded out.**

A: There may a number of reasons why the "...export private key" option is not available. It may be that the certificate on your machine was imported from another location without the private key. If there is no private key there is nothing to export. There may be policies in place on your machine preventing you from exporting the key (administrative privileges may be required). Identrust has on-line support for just this kind of thing. I recommend you avail yourself to the on-line support. I have found that they are very knowledgeable and helpful.

Frequently asked questions: [http://www.identrust.com/support/aces\\_support.html](http://www.identrust.com/support/aces_support.html)

Telephone Support: [http://www.identrust.com/contact\\_us.html](http://www.identrust.com/contact_us.html)

**Q: To store the cert file on a flash drive, it is not necessary to “install” it there, just copy the pfx file is this correct?**

A: Yes that is correct, just save the PFX file to a flash drive or some secure location. Make sure you remember the passwords. The certificate containing the private key cannot be reinstalled without it!

**Q: Can you show or explain how to “Trust” signatories by others when you have multiple signatories?**

A: When there are multiple signatories on a document, all of those certificates can be trusted from a single root certificate. This is the standard practice. Attempting to trust each individual personal certificate will certainly become very unwieldy, very quickly. I should save this for a topic in my next webinar.

**Q: Quinton, how does the signature appear in Bluebeam?**

A: Good question; as far as the signature sheet and the digital appearance are concerned, they are exactly the same. Some of the dialogs in Bluebeam for validation look a little different, but they are fairly intuitive. On validate, Bluebeam shows a blue ribbon or medallion; Adobe shows a green check mark. Nuance shows something similar (can’t remember what it looks like). I will include more examples with Bluebeam in my next presentation.

**Q: Every time I sign a set of plans I always get a message saying that at least one signature has problems. Any Troubleshooting advice?**

A: There are so many different reasons. This may be handled better with a GoToMeeting. A meeting can be arranged by email [ECSO.Support@dot.state.fl.us](mailto:ECSO.Support@dot.state.fl.us). If ECSO Support is unavailable, I recommend contacting Identrust support directly.

Frequently asked questions: [http://www.identrust.com/support/aces\\_support.html](http://www.identrust.com/support/aces_support.html)

Telephone Support: [http://www.identrust.com/contact\\_us.html](http://www.identrust.com/contact_us.html)

**Q: If more than one professional engineer, in separate offices, need to sign the same document, what is the proper procedure for that?**

A: The Department does not have a procedure for that per se, however there are a number of ways of moving a document around. This is a common problem and it is one that we have yet to address. Minus a set procedure, I offer the following: If your organization has a secure server location that is accessible to those who need to sign the document, place the document there and notify the signatories that their signature is required (one at a time). Cloud storage such as Microsoft’s OneDrive for Business may be an option. There are more elegant solutions. They cost \$\$\$\$. If the document is small, sending it as an email attachment may be an option. This can cause problems if one of the signatories delay the process. It can become the equivalent of a paper document in need of a signature that sits on someone’s desk for a week while they are on vacation. I recommend that your organization find one of the above options that works best for you.

**Q: What other info in addition to the name should be in the signature box and how can I modify it?**

A: Topic #625-000-008, Plans Preparation Manual, Volume 2 – English, Chapter 30, and Sub-para 30.2 “Digital Signature Appearance” specifically addresses the digital appearance. How to modify it depends on the software. It can be modified using your Adobe / Bluebeam software. Search the help for edit appearance.

**Q: When I digitally sign a Specifications Package, is the image of the round seal needed on the first sheet of the package?**

A: I will cover this topic in the next webinar. It’s a little tricky.

**Q: Is there a Department preference as to the style of the signature. Some Districts want the Adobe standard as you have shown. Others just want the name and date/time stamp?**

A: See answer to question above.

**Q: If there are plan sheets such as interim standards, which do not require signature, these would be omitted from the signature sheet, is that correct?**

A: That is correct. When someone applies a digital signature to a file (in our case a PDF with multiple sheets) it signs the entire file. There is no partial signature. We limit the scope of that signature with a statement on the signature sheet and the index just below the signature. If it is not in the index, no professional signature is applied.

**Q: If there is time, can you walk through the signature process in BlueBeam so we can see which check boxes and/or options are applicable for that software?**

A: Yes I hope to in future presentations. First I will need to find all the check boxes in Bluebeam ☺

**Q: Why do we not lock the document?**

A: If there are multiple signatures, others will not be able to sign if the document is locked.

**Q: Can you show what happens if someone tries changing the pdf after the pdf is signed?**

A: Yes, I will demonstrate this in future webinars.

**Q: What other info in addition to the name should be in the signature box and how can I modify it?**

A: See answer to above question.

**Q: Once all are certified, should/could we then lock, or just never do it?**

A: I will do my best to demonstrate certification and locks work in future webinars.

**Q: Any special requirements from your office with regards to signing Drainage reports or other engineering documents? Like a cover sheet or a special signature sheet?**

A: No special requirements. If there is one EOR, as usual, publish the report as a PDF, apply a digital signature to the cover sheet. This signs all of the sheets in the report. See [Rule 61G15-23.003 F.A.C.](#) effective 12/10/2013. See paragraph (4).

**Q: Can anyone place the signature box for signing later?**

A: Yes, anyone with either Acrobat Standard or Pro (not reader) or Bluebeam (not the reader version) can create the fields for the signature. If you plan to use Bluebeam for signing PDF's of design plans I recommend either the "CAD" or the "Extreme" version.

**Q: Can you address how to sign documents other than plans?**

A: Yes, future webinar.

**Q: Is the Department requiring an image of the Seal on the cover page of the Technical Special Provision, which is included in the specifications package?**

A: See Answer to above.

**Q: How is the PE seal made in CADD?**

A: For CADD drawings the ECSO publishes blocks / cells for the Autodesk Civil 3D and Microstation platforms respectively. Those are published with the software suite.

For Autodesk products: C:\FDOT2015.C3D\Data\Blocks\Seals.dwg

For Bentley products: C:\FDOTSS3\RESOURCES\Cell\Seals.dgn

The text in the block / cell can be modified to the professional's name and license number.

**Q: Can you used this signing method to sign 3D pdf files?**

A: I have not experimented with 3D PDF yet. Currently we do not use 3D PDFs but I would imagine the application of a digital signature would be the same as any other.

**Q: when you have more than one signatory, will the second signator invalidate the first signator?**

A: No, it should not. This is a topic I need to cover in future webinars.

**Q: Is there a particular procedure to lock the document when it's first signed in Adobe and then it will be signed in bluebeam?**

A: No, see future webinars.

**Q: The Districts have been asking us to place all signatories of the component sets into the roadway plan signature sheet, does this sound correct?**

A: Maybe, I would need to see the entire set.

**Q: If OIS gets some calls on this, shall we direct folks to a document or to a person in ECSO?**

A: Yes. They can Email: [ECSO.Support@dot.state.fl.us](mailto:ECSO.Support@dot.state.fl.us). Or call 850 414 4711 for the main switchboard for the Engineering / CADD Systems Office. Web site: <http://www.dot.state.fl.us/ecso/>

**Q: Do revisions to the comp book need to be signed and sealed?, If so is only the cover sheet to be signed and sealed or each sheet?**

A: Comp books are no longer developed. Summary sheets are now part of the drawing package which are signed. However, for legacy projects converted to digital signature, publish the compbook as a PDF and apply a digital signature in the same location as it would be for a paper document.

**Q: if there is a final plan set that is split by components as you said, where and how are the component signed sets saved? as individual pdf in the fpid number or within the the "eng" folder of each discipline?**

A: No, each of the component PDF are placed in the root of the project folder.

**Q: But I have projects that were originally signed and sealed using PEEDS with comp books and am getting revisions using Digital Delivery?**

A: A procedure is currently under development.

**Q: Can you address the Department's preference on signing and sealing specs? Districts have different preferences Seal vs no seal etc?**

A: Yes, I will cover this in a future webinar.

**Q: For the Final "As-Built" Plan set are you going to have to combine each discipline back to "one plan set?"**

A: I am currently working with the State Construction Office on this. I would be very easy to combine it all back into one document for an as-built set of plans. I am not sure this is what they want. We are still working out the logistics of this. My goal is to ensure our processes and procedures dove-tail very nicely into construction as our down-stream customer.

**Q: Is it possible to compile a single secure project pdf file of multiple secure pdf documents by different engineers?**

A: If I understand this questions correctly, the answer is no. When separate documents, each containing a digital signature are combined, the result is no longer a signed document. Most software just remove the sig blocks automatically.

**Q: Can the signature document be sent to each professional by e-mail? After each signs, the last one locks the sheet?**

A: Yes

**Q: How do you verify another engineers signature if you do not have a copy of it?**

A: I could best handle this with a support call. 850 414 4711

**Q: I have a digital certificate. During this webinar I have tried to test signing a pdf file, and it always gives me a message that the signature has problems. Also, Adobe Acrobat Pro asked for my password the first time I attempted to sign, but not on subsequent attempts. Any Advice?**

A: For signature problems we may be able to help you with a GoToMeeting (see previous answers for ECSO Support). As for the password, I have noticed that the Adobe software ask for the password once while signing multiple documents during a session. If you end the session (close the software) the next time you open the software to sign it will again ask for the password.

**Q: where can i find the check list or pdf showing the nomenclature and delivery process when the final plans are separated by discipline?**

A: CADD Production Criteria Handbook, Chapter 8

**Q: Just FYI, in reference to someone else's question about problems with signatures, sometimes it will appear that there are errors with one or more signatures if you haven't validated those on your specific computer. If you click on each to have it check online to validate, it should turn green after that. But if you view the document on a new computer, you'll need to do it again or there will appear to be errors again.**

A: This problem is resolved by ensuring that the certificate is properly trusted on the machine.

**Q: When is next the session?**

A: Part 2 will be on December 16<sup>th</sup>, and part 3 will be on January 6<sup>th</sup>. All of the sessions will be recorded and posted for everyone's reference