

Preview Future Project Process

Revised 1/17/12

1. Districts should request approval from Tom Byron to post a future project.
2. Upon receipt of approval to post a future project, the District should send an email to Juanita Moore with the Financial Project Number (FPN, the project name and the district contact). Once the project is officially advertised, notify Juanita Moore to remove the availability of the draft.
3. The Contracts Administration Office and the Procurement Office will notify consultants/ contractors when new draft RFP/ plans are available to preview.
4. Contractors/consultants will fax the "Request to Preview Future Projects" form to the appropriate District Contracts Offices (DCO). The DCO should give the forms to the office sending the document(s).
5. Upon receipt of the "Request to Preview Future Projects" fax form, the office in the District responsible for the project will email the document(s) to the requestor. If the file is too large for regular email, use the "File Transfer Appliance." The office sending the document(s) should maintain a file with all the "Request to Preview Future Projects" fax forms by FPN, in alphabetical order by consultant/contractor.

To access the "File Transfer Appliance", go to the Infonet: <http://infonet/>



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- [FDOT Communicate Website Launch](#)
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- [Lotus Notes Report Subscriptions](#)
(This requires a Lotus Notes Account)
- [Perspectives On Excellence](#)
- [Safety Publications](#)
- [SASHTO Scholarship](#)
- [TNEWS](#)

Offices and People

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- [District Office Information](#)
- [Employee Phonebook - DOT](#)
- [Employee Phonebook - State](#)
- [Executive List](#)
- [Employee Benefit Fund](#)
- [FSECC](#)
- [Office Web Sites](#)
- [Organization Chart](#)
- [People First Initiative](#)
- [People First Logon](#)

Forms and Rules

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- [Florida Administrative Code \(Chapter 14\)](#)
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- [Manuals](#)
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E-mail questions and comments to:
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Communicate

- a. Login using your DOT email address and windows password

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The FDOT File Transfer Appliance

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- b. Click “Add Bcc” and type the contractor’s email address. If you’re emailing multiple contractors, separate each email address with a comma. Enter your email address in the “To:” section.

The FDOT File Transfer Appliance

Home **Send File** File Manager My Settings User Guide Logout

Logged in as: richard.marcus@dot.state.fl.us

Send File

To:

Subject:

Files: Folder/Large File Applet

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Send me a copy Non Confidential
 Notify on File Delivery + [More...](#)

- c. Click “Choose File” to select the corresponding project files to attach.
d. Select the “Non Confidential” check box
e. Click “Send”