

0040100 SCOPE OF THE WORK (ELECTRONIC SUBMITTAL OF DOCUMENTS)
COMMENTS FROM INTERNAL/INDUSTRY REVIEW

Bruce Dana
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Comments: (1-5-15) Internal Review

My **only comment** toward the end of the Spec language is:

“All persons that normally sign paper documents, and will be using the site, must acquire digital signature certificates **acceptable to the Department.**”

Response: Chapter 668, Florida Statutes, is already referenced as the guiding document. No change made.

Rachel Panchookian
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Comments: (1-5-15) Internal Review

What is to prevent the contractor from digitally signing a document and then sending it in an email

We may want to specify that the contractor “shall” use the web-based collaboration site for transmitting documents electronically.

Response: Language has been revised to address concern. Change made.

Robbie Powell
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Comments: (1-10-15)

IS the intent of this new specification to confirm the authenticity of electronic submitted documents, such as emailed contract documents, or is it the intention to develop a communication system that centralizes all contract documents into one area with better tracking and accountability, such as an EADOC system or ViewPoint. It is my opinion that as efficient as email is versus faxing. A centralized electronic communication system that operated within each project is far more efficient for all parties on tracking project documents and retrieving them at the close of a project. Thank you for your willingness to hear from the contractor side of this great industry.

Response: The new collaboration tool is a central delivery point for all construction project documents. Also, all the documents will be transferred to the FDOT Electronic Document Management System (EDMS) as they are completed for the project. No changes made.

Marlene Sanchez
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Comments: (1-13-15)

Does this include Final Estimates documentation?

Response: Yes. No changes made.

Dee Kane
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Comments: (date)

Suggest adding to the usage note "as requested by the District Construction Engineer" Need to make the text clearer as to what would be o.k. for documents that were signed manually then scanned electronically versus a digital signature for documents. Need to make it clear upfront of the cost and any education needed for doing digital signature. Could a link be provided in the Spec as to where this web-based collaboration site would be.

Response: Reference DCE Memo DCE13-13. This memo has a live link to a dynamic website which will change as required for guidance. No changes made.

Debbie Toole
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Comments: (1-14-15)

Suggest the highlighted changes.

→ Upon execution of the Contract, the Contractor and Department agree that all informational, contractual and other business required for this project will be through a system of paperless electronic means. When the Specifications require a written submission of documentation, such documents must be submitted electronically. ¶
→ All documents requiring a signature must be executed electronically by both parties in accordance with Chapter 668, Florida Statutes, and have the same force and effect as a written signature. The Department will provide a web-based collaboration site to facilitate the electronic document exchange. All persons requiring access to the collaboration site shall be identified during the preconstruction conference. All persons that normally sign paper documents, and will be using the site, must acquire digital signature certificates. ¶
¶

Response: Agree. Change made.

D5 Construction

Comments: (1-27-15)

All documents requiring a signature must be executed electronically by both parties in accordance with Chapter 668, Florida Statutes, and have the same force and effect as a written signature. The Department will provide a web-based collaboration site to facilitate the electronic document exchange. All persons requiring access to the collaboration site shall be identified during the preconstruction conference. All persons that normally sign paper documents, and will be using the site, must acquire digital signature certificates.

Suggested changes below

All documents requiring a signature must be signed electronically by both parties in accordance with Chapter 668, Florida Statutes, and will have the same force and effect as documents with a written signature. The Department will provide a web-based collaboration site to facilitate the exchange of electronic documents. All persons requiring access to the collaboration site shall be identified during the preconstruction conference. All persons that normally sign paper documents, and will be using the site, must acquire a digital signature certificate.

Response: Leave as is. No changes made.

Chad O. Rucks
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Comments: (2-3-15)

The second paragraph states that “All persons requiring access to the collaboration site shall be identified during the preconstruction conference.” Recommend adding an additional sentence that provides guidance on how to add additional people or modify existing personnel after the preconstruction conference.

Response: Agree. Added this: Persons may be added or removed during the life of the contract on an as needed basis. Change made.

Edison Ng & Deborah Ihsan
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Comments: (2-3-15)

The specification needs to be clear on what is required for affixing raise company seals? Or does the specification change apply to these documents.

Response: Does not apply. Covered by F.S. 471. Also, refer to DCE Memo DCE13-13 that has a live link to a dynamic website which provides guidance on seals. No changes made.

AnnMarie Cunningham
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Comments: (2-4-15)

There should be an exemption for document that are required to be signed originals such as Contractor's Affidavit and Surety Consent (Form 21A) DOT form number 700-050-21.

Response: F.S 668 covers this and there are no exemptions. No changes made.

H. Soteras
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Comments: (2-5-15)

I believe that all Construction documentation could and should be transmitted electronically, and in this way, minimize the incredible amount of paper we use and waste. Already, a lot of the documentation is being transmitted electronically.

Response: Agree.
