Florida Department of Transportation

June 18, 2013

DCE MEMORANDUM NO. 13-13
(FHWA Approved: 6/18/2013)

This Memo has Expired

TO: DISTRICT CONSTRUCTION ENGINEERS

FROM: David A. Sadler, P.E., Director, Office of Construction

COPIES: Tom Byron, Bob Burleson, Rafiq Darji, Chad Thompson, Caitlin Alcorn, Rudy Powell, Doug Martin

SUBJECT: IMPLEMENTATION OF ELECTRONIC SUBMISSION OF CONSTRUCTION DOCUMENTATION AND CORRESPONDENCE

In an effort to support moving to a paperless environment the Department is beginning an initiative to allow Construction Inspection Firms (CEI), Contractors and FDOT Project Administrators to submit certain forms and letters electronically. The following URL:

http://www.dot.state.fl.us/construction/forms/ElectronicSubmit/ElectronicFormsSubmit.shtm contains a list of documents which are approved for electronic submission. Two sections are on the list site. The first section requires no signatures and may be emailed directly to the appropriate Recipient and is approved for immediate use. The second section is comprised of documents which require Signatures. Documents in this section may be submitted by first printing and signing the document then scanning and then emailing directly to the appropriate Recipient. Additional information is provided regarding the authorization of forms, guidelines for acquisition of digital certificates and instruction for their use. CEI and FDOT personnel should be directed to implement this effort immediately and encourage the Contractors to do so as well. As the industry becomes better able to handle electronic submission with imbedded digital certificates, more forms or documents will be added to the list at the URL above.

Any questions regarding this memo may be sent to CO-BQAMonitor@dot.state.fl.us.

Note to internal FDOT users:

Information regarding how to obtain digital certificates for DOT personnel will soon be made available. The acquisition is currently underway by OIS.

DAS/DM/hh