



<b>Subject: Digitally Sealed &amp; Signed Tender Drawing Package</b>	
<b>Date:</b> May 6, 2020	<b>Author:</b> Faisal Siddiqui, P.Eng.
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<b>Bulletin Type:</b> COVID 19 Protocols	<b>Effective Date:</b> April 27, 2020
<b>Contacts</b>	<b>Standards Affected</b>
Faisal Siddiqui, P.Eng. Highway Design Engineering Email: Faisal.Siddiqui@gov.bc.ca	Current Practices. Supplement to T-06/09, T-11/06, T-07/09

## Background:

In response to the ongoing COVID-19 pandemic, the Ministry has reviewed its policies and procedures for signing and sealing Engineering and Geoscientists documents. In order to reduce the need for manual processes and manual signatures, the Ministry has established a procedure for the acceptance of digitally sealed & signed tender drawing packages. The use of digital submissions is strongly encouraged at this time.

In addition to Technical Circular T-11/06, this process shall be implemented for the use and acceptance of Digital Seals in place of ink stamps. Drawing Packages must either completely utilize ink stamps or Digital Seals for the entire Drawing Package. A combination of ink stamps and Digital Seals will not be accepted. Engineering Reports and other accompanying documents may also be Digitally Sealed.

## Abbreviation & Definitions:

- a) **CPE = Coordinating Professional Engineer** refers to the engineer responsible to sign-off the "Assurance of Coordination by Coordinating Professional Engineer" form.
- b) **Drawing Package** shall consist of the drawings listed in the Drawing Index provided in Schedule 4 Drawings. A complete full size Digitally Sealed Drawing Package will be considered equal to a hard copy Wet Seal Drawing Package.
- c) **MOTI = Ministry of Transportation and Infrastructure**
- d) **MR = Ministry Representative** means the representative of the Ministry of Transportation and Infrastructure designated pursuant to the construction contract or the design contract.
- e) **PM = Project Manager**
- f) **POR = Professional of Record** - The Engineering/Geoscience Professional or licensee (Engineer of Record/Geoscientist of Record) with the lowest level of direct professional responsibility for the engineering or geoscience work and any related

engineering or geoscience Documents produced, and whose Seal appears on the Documents.

- g) **Design Lead** - Project based role that coordinates designs and responses on behalf of the MOTI Engineering group

### **Tender Drawing Package Process:**

- 1) Complete Drawing Package as per the latest version of the applicable design standards of the Project.
  - a. Engineering Director and Executive Director signature block to refer to Tender Drawing Package Approval form (specimen attached).
- 2) Refer to Technical Circular T-06/09 for roles and responsibilities.
- 3) POR(s) to send unsealed Tender Drawings to CPE for compiling full Drawing Package into a single pdf file.
- 4) CPE to send combined Drawing Package to POR(s) to Digitally Seal and sign their respective sheets in the Drawing Package.
- 5) CPE to confirm all drawings have been Sealed appropriately by multiple PORs on the same project.
  - a. If CPE is a consultant, one (1) full size digital Drawing Package should be submitted to the MOTI Engineering Design Lead.
- 6) MOTI Engineering Design Lead will verify the Digital Seal using Adobe Acrobat and ensure that there are no “notations” on the drawing such as “Issued for Tender”, “Issued for Construction”, or any Liability clauses.
  - a. For additional details on Digital Seals please refer to <https://www.egbc.ca/Practice-Resources/Stamps-Seals-and-Certificates>
- 7) MOTI Engineering Design Lead will submit the Drawing Package and Tender Drawing Package Approval form to the Engineering Director for review and sign-off.
- 8) After sign-off from the Engineering Director, the Drawing Package and Tender Drawing Package Approval form are to be submitted to the Regional Executive Director for review and sign-off.
- 9) The MOTI Engineering Design Lead will then provide the PM with the final signed Drawing Package and Tender Drawing Package Approval form for submission to Provincial Contracts.

### **Addendum:**

- 1) Addendum to include individually Sealed Drawings as required and submitted to CPE.
  - a. If consultant CPE, submit to MOTI Engineering Design Lead for Seal verification.

- b. Note: For substantial design changes, resubmit design change for Tender Drawing Package Approval.
- 2) After Seals are verified, MOTI Engineering Design Lead or delegate to submit Drawing Package to PM for submission to Provincial Contracts.
- 3) After tender closes, a complete Drawing Package with all appropriate addendums incorporated shall be submitted to Provincial Contracts for award. The Drawing Package should follow the Tender Drawing Package process outlined in steps 1 through 6 above.

### **Engineering Services During Construction:**

- 1) Follow Technical Circular T-06/09.
- 2) For design updates during construction, individually Sealed Drawings to be submitted to CPE as required.
  - a. If consultant CPE, submit to MOTI Engineering Design Lead for Seal verification.
- 3) After Seals are verified, MOTI CPE or MOTI Engineering Design Lead to submit to PM and MR.

### **Post Construction:**

- 1) Follow Technical Circulars T-06/09 and T-07/09 for Record Drawing process.
- 2) POR(s) to Digitally Seal Record Drawing Package.
- 3) CPE to confirm all drawings have been Sealed appropriately.
  - a. If consultant CPE, submit to MOTI Engineering Design Lead for Seal verification.
- 4) After Seals are verified, MOTI CPE or MOTI Engineering Design Lead to submit to PM.

### **Contacts:**

Faisal Siddiqui, P.Eng.  
Highway Design Engineering  
Email:Faisal.Siddiqui@gov.bc.ca



## Tender Drawing Package Approval

Project Title		
Project Number		
Drawing Index* <i>As outlined in Schedule 4 Drawings</i>	Drawing Number	Drawing Title
	Structural Drawings #####	<i>Site Plan, General Arrangement, etc.</i>
	Road Drawings #####	<i>Plan, Profile, Typical Sections, etc.</i>
	Electrical Drawings #####	<i>Site Plan, Layout, Elevations, etc.</i>

*\*Modified to suit project.*

This document is strictly for the project noted above which has been reviewed and accepted by the undersigned.

This form is used in lieu of the signatures on the Key Plans of the Tender Drawings. Do not remove signature block from the Key Plans. Add a note on the signature block “Refer to Tender Drawing Package Approval Form”.

Engineering Director		
	Print Name	
	Signature	Date

Executive Director Regional		
	Print Name	
	Signature	Date