

An aerial photograph of a multi-lane highway interchange. In the background, there is a large building with a red roof and a marina filled with many sailboats. The sky is clear and blue.

FDOT

Approach to a Paperless Environment

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Present Conditions

- In Florida, and most likely many other States, the collection of construction documentation comprises many specialized forms and several reporting requirements.
- Information comes from sources like Contractors, CEI firms and Internal Project Administrators.
- Most of these requirements are driven by Statutes or Project Management guidelines that have been around for decades.



Present Conditions

- Documents and forms are printed, signed, scanned and emailed or mailed.
- Multiple copies are made for multiple recipients.
- Turnaround for approvals and Change Order execution is sometimes very slow.
- Special runners are sometimes employed to hand deliver contractual documents.



What do we want to do differently

- We want to change ANTIQUATED document exchange interactions to a PAPERLESS methodology.
- We want to save the time, effort and money that is expended to push all of this paper around.
- There are many tools available with today's evolving technologies we need to start utilizing.



Challenges

- Identify the special requirements of forms and documents which require signatures
 - Many documents and forms need to be signed and subsequently need to be digitally signed.
- Motivate the public to get on board
 - Doing something like this requires all players to be supportive.
- Finding out what is LEGAL
 - Will these electronic documents stand up in court?

Challenges

- What are the laws that govern electronic transactions

Federal

- The Uniform Electronic Transactions Act (UETA) has been adopted by 47 states within the United States and establishes the validity of electronic signatures in contracts.
- Florida is one of them.

State

- Florida Statute Chapter 668 Section 50

Challenges

- What are the Record Retention Requirements?
 - How to store electronic files.
 - CDs in boxes? What about environmental conditions that affect CD storage? This is still being worked out.
- How much do the digital certificates cost?
 - For about \$100 you get a valid Certificate good for 2 years
- How much will this save us, is it justifiable?
 - Think of the mounds of paper documents and time expended handling copies and scans. Plus U.S. Mail.
 - Estimate savings of approximately \$2.2 million per year on QC Document. These are rough calculations for a single document on 88 projects projected to 500 projects.

The Plan

- Phase I

- Identify documents and forms which can immediately be handled and transferred paperless
- Notify the Stakeholders of the coming change

Completed Actions:

- *Issued DCE Memo 13-13 June 18,2013 authorizing the submission of certain forms and documents electronically.*
- *Created dynamic website which can change as new forms are made available for this process.*

The Plan

- Phase II

- Begin to Outfit our personnel with the ability to do business electronically.
- Get “buy off” from industry.

Completed Actions:

- *July 2, 2013: Purchased 390 digital certificate vouchers and began issuing to internal personnel.*
- *July 29, 2013: Issued Memo of Understanding between FDOT, Florida Institute of Consulting Engineers (FICE) and Florida Transportation Builders Association (FTBA)*

The Plan

- Phase III

Procure hosted collaboration services to support sharing and document exchange for Construction projects which promotes a Paperless Environment

Completed Actions:

- *October 28, 2013: Obtained management approval to procure.*
- *Advertisement occurred July 1, 2014.*
- *Implementation is currently ongoing.*



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QUESTIONS?