

Record Drawing Project Submittal Form using DocuSign

These instructions are pretty simple and provide the user the ability to use DocuSign to sign the final Record Drawing Project Submittal Form.

- A PDF of the “Record Drawings Project Submittal Form” is available on the Record Drawing Guidelines Web Page which is located at:
<https://azdot.gov/business/ManagementServices/ProjectResourceOffice/record-drawing-guidelines>

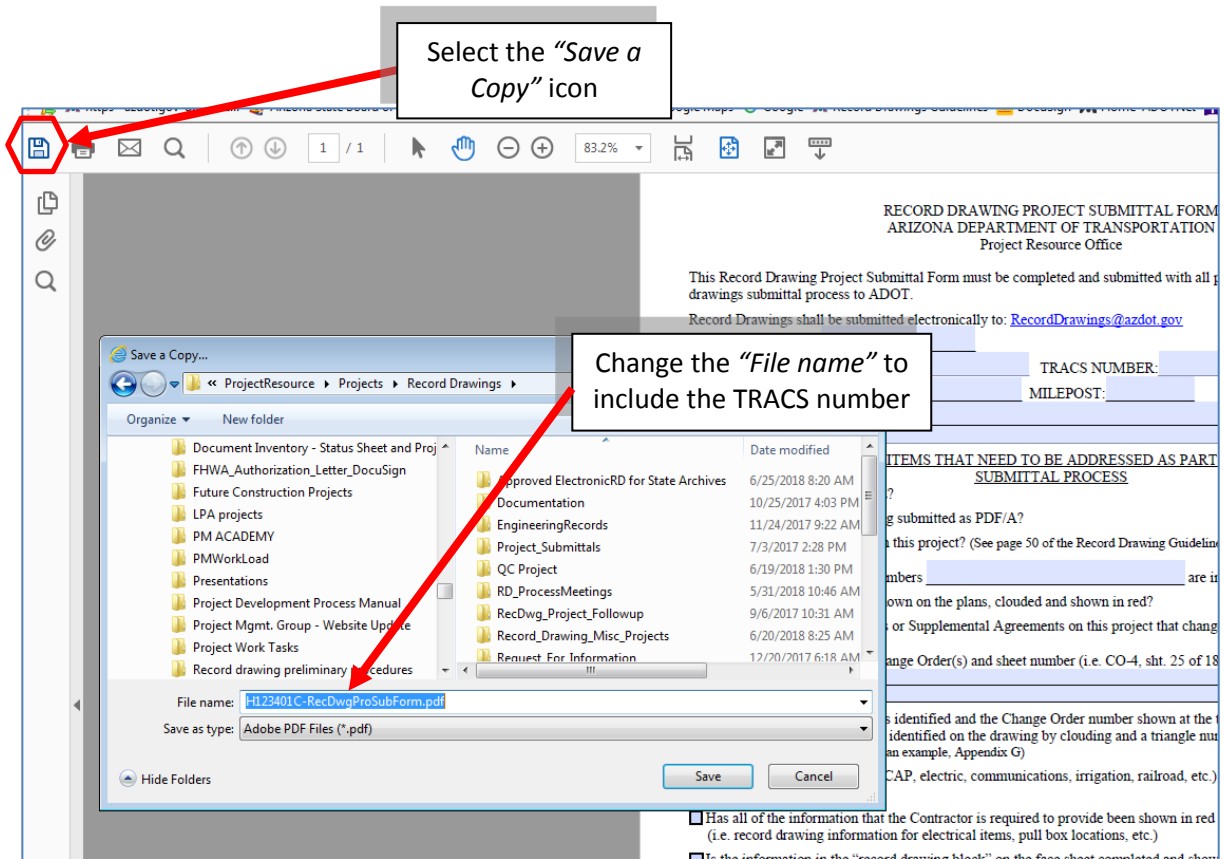
Click on the link (shown in the image below) to open the form.

The screenshot shows the 'Project Management Services' website. Under the 'Project Resource Office' section, there are several navigation tabs: 'Overview', 'Active Project List: Project Managers Report', 'Scheduling Tools and Documentation', 'Websignon (PEP, E2C2, SURF, etc.)', 'Historical Bid Unit Price Lookup - E2C2', 'PRB and PPAC Calendars', 'Record Drawings Guidelines', and 'ROAD - Repository of Online Archived Documents'. The 'Record Drawings Guidelines' tab is selected. Below this, the page title is 'Record Drawing Guidelines'. The text states: 'This page was developed to guide ADOT stakeholders in the research and development of Record Drawings. The links and information below will provide users with information and guidance on ADOT's record drawings procedures and answer questions related to Record Drawing development.' There is a section for 'Frequently Asked Questions' with several questions listed. At the bottom, it says: 'All Record Drawings must now be submitted in PDF/A format to: RecordDrawings.azdot.gov. All Record Drawing submittals must include a completed [Record Drawing Project Submittal Form](#).' A red circle highlights the 'Record Drawing Project Submittal Form' link, and a red arrow points to it from a callout box that says 'Click on the “Record Drawing Project Submittal Form” link'.

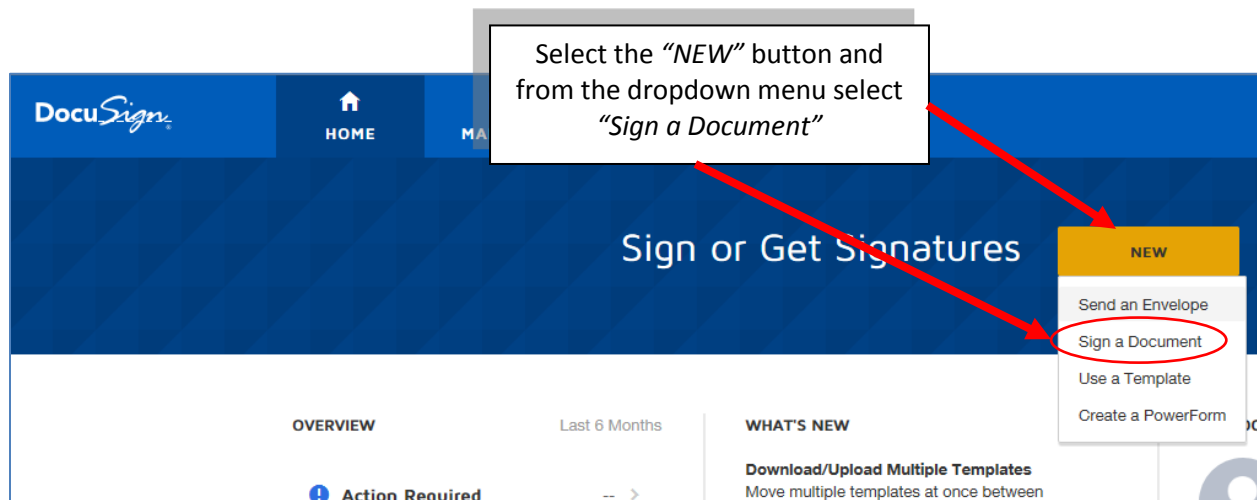
This will open the form and allow you to save the form.

IMPORTANT: It is important to save the form with a file name that includes the project TRACS number so that it will be identifiable.

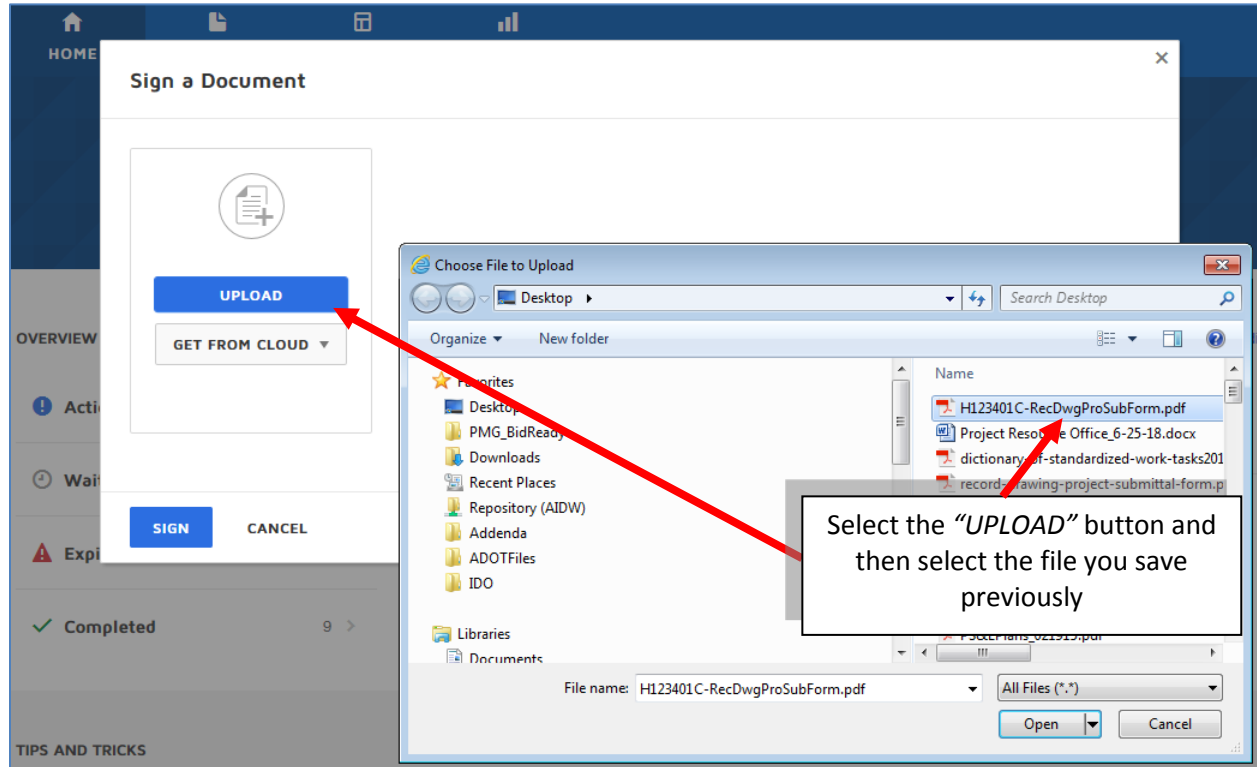
- Once the form is opened, select the “Save a Copy” icon in the upper left corner. Change the “File name” to include the project TRACS number and save to a location such as the project folder.



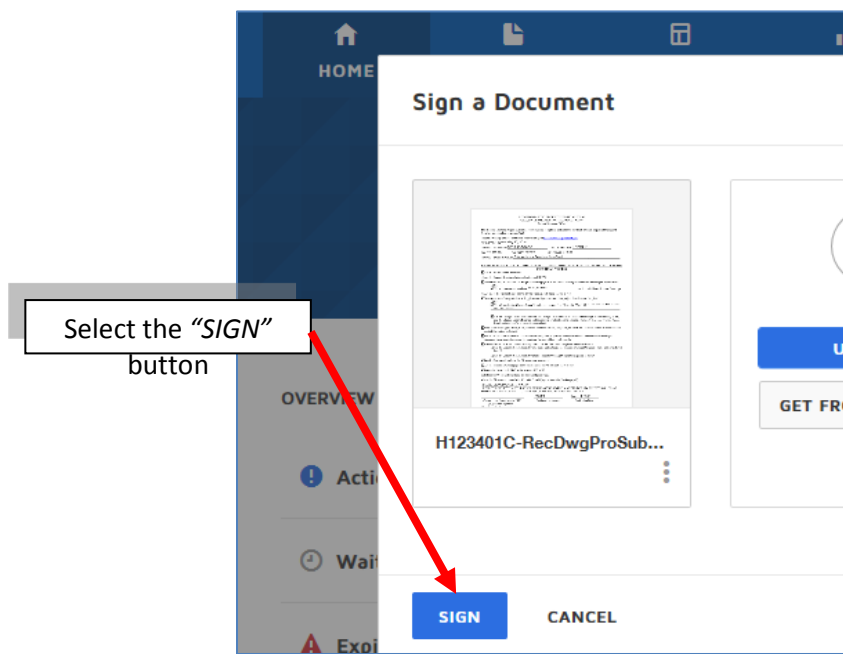
- Open the newly saved file and fill in all of the information on the form.
Note: Do not fill in the Construction Administrator (RE) name.
- Once the information has been filled in, save the form.
- Open up your DocuSign account and log in (Note: if you don't have a DocuSign account you will need to contact your administrator to add you to DocuSign).
- On the main page of DocuSign, select the “NEW” button. A dropdown will open and then select “Sign a Document”.



- A new dialog box will open. In the new Sign a Document dialog box, select the “*UPLOAD*” button. Choose the file you saved in the previous steps and then Open.



- Once the document populates the window, select the “*SIGN*” button



- A new window will open with the Record Drawing Project Submittal Form. Select the “CONTINUE” button to sign the document.

Please Review & Act on These Documents

Philip Schaffer
Arizona Dept of Transportation

Please review the documents below.

CONTINUE OTHER ACTIONS ▾

FIELDS

- Signature
- Initial
- Date Signed
- Name
- First Name
- Last Name
- Email Address
- Company

RECORD DRAWING PROJECT SUBMITTAL FORM
ARIZONA DEPARTMENT OF TRANSPORTATION

This Record Drawing Project Submittal Form must be submitted electronically to ADOT.

Record Drawings shall be submitted electronically to:
SUBMITTAL DATE: May 10, 2018

PROJECT NUMBER: STP-500-A(002)T TRACS NUMBER: H123401C
ROUTE: SR 260 COUNTY: Navajo MILEPOST: 332.25
PROJECT DESCRIPTION: Right turn lane at Timberland Acres Road

BELOW IS A CHECKLIST OF ITEMS THAT NEED TO BE ADDRESSED AS PART OF THE RECORD DRAWING SUBMITTAL PROCESS

Are all As-Bid sheets included?

- Under the Fields area along the left side, select “Signature”, place your signature in the appropriate location and select the “FINISH” button.

Please Review & Act on These Documents

Please review the documents below.

FIELDS

- Signature
- Initial
- Date Signed
- Name
- First Name
- Last Name
- Email Address
- Company
- Title
- Text
- Checkbox

RECORD DRAWING PROJECT SUBMITTAL FORM

BELOW IS A CHECKLIST OF ITEMS THAT NEED TO BE ADDRESSED AS PART OF THE RECORD DRAWING SUBMITTAL PROCESS

Were there any Addendums on this project? (See page 50 of the Record Drawing Guidelines for an example, Appendix F)

No.
 Yes, the addendum numbers #1, #2, #3 and #4 are included

Are all of the field red-lines shown on the plans, clouded and shown in red?

Were there any Change Orders or Supplemental Agreements on this project that changed the design?
 No.
 Yes, please list the Change Order(s) and sheet number (i.e. CO-4, sht. 25 of 185): CO-4, LOA-4, Sht. 36 of 72

Are the Change Orders identified and the Change Order number shown at the top right of the drawing and the Change Order identified on the drawing by clouding and a triangle number? (See Record Drawing Guidelines for an example, Appendix G)

Is all utility work (gas, water, CAP, electric, communications, irrigation, railroad, etc.) moved to the appropriate part of the project included?

Has all of the information that the Contractor is required to provide been shown in red on the drawing (i.e. record drawing information for electrical items, pull box locations, etc.)

Is the information in the “record drawing block” on the face sheet completed and show in red?
 Are the Construction Administrator’s name and date and the Record Drawing Designer’s name and date in red?
 Are the Construction Administrator and Record Drawing Designer designated as a Professional Engineer?

Do all of the drawings have the PE stamp and signature?

Are the Record Drawing page numbers and dates shown on each sheet in red?

Is the file size of each PDF/A file below < 100 MB?

Are the PDF/A files unlocked and not password protected?

Are the file names correct? (i.e. H123401C_vol1(pgs1to184of184)RecDwgs.pdf)

RECORD DRAWING CERTIFICATION
I HEARBY CERTIFY THAT THESE RECORD DRAWINGS WERE MADE UNDER MY SUPERVISION AND ARE CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Philip Schaffer 000000
Construction Administrator (RE) Registration Number
(Signature Required)
Registered Professional Engineer
Rev. 10/2017

FINISH

- A new dialog box will open named Sign and Return. Fill in the information.
Full Name: Record Drawings
Email Address: RecordDrawings@azdot.gov
Then select the “SEND AND CLOSE” button to send the form to Record Drawings.


The image shows a 'Sign and Return' dialog box with the following fields and annotations:

- Header:** 'Sign and Return' with a close button (X) in the top right corner.
- Instruction:** 'Send your signed document to anyone you would like. Enter an optional email address below.'
- Full Name:** A text input field containing 'Record Drawings'. A red arrow points from a callout box 'Fill in Full Name and Email Address' to this field.
- Email Address:** A text input field containing 'RecordDrawings@azdot.gov'. A red arrow points from the same callout box to this field.
- +ADD RECIPIENT:** A button located below the email address field.
- Subject:** A text input field containing 'Please DocuSign: H123401C-RecDwgProSubForm.pdf'.
- Message:** A large text area for a message. Below it, it says '250 characters remaining'. A red arrow points from a callout box 'Select the "SEND AND CLOSE" button' to the 'SEND AND CLOSE' button.
- Buttons:** At the bottom, there are two buttons: 'SEND AND CLOSE' (highlighted in yellow) and 'NO THANKS'.

- You will receive a copy of the completed form in your email and Record Drawings will also receive the completed form in the Record Drawings email.




Please DocuSign: H123401C-RecDwgProSubForm.pdf

DocuSign System <dse_na2@docusign.net>

 If there are problems with how this message is displayed, click here to view it in a

Sent: Mon 6/25/2018 11:52 AM

To: Record Drawings

 Message  H123401C-RecDwgProSubForm.pdf (87 KB)  Summary.pdf (73 KB)

Completed form received through email



Philip Schaffer sent you a copy.

REVIEW DOCUMENT

Philip Schaffer
PSchaffer@azdot.gov

Record Drawings,

Please DocuSign H123401C-RecDwgProSubForm.pdf