

A2.01 Introduction

On July 1, 2021, the State Design Engineer issued Project Delivery Memo #21-02 – Applying Professional Stamps. The purpose of this memo was to establish a statewide process for applying professional stamps to contract plan sets that allows full electronic delivery.

Appendix 2 hereby incorporates this Memo and instruction.

Professional licenses have historically been applied to WSDOT plan sheets using a wet signature. Working remotely highlighted the need for an efficient, electronic means of stamping documents.

For projects advertised after September 2021, plan sets must follow the instruction titled, Applying Professional Stamps to Plan Sets. The Board of Registration was consulted on this approach and indicated that it meets the intent of WAC 196-23, which requires:

1. Final documents must contain a stamp, signature, and date
2. Preliminary documents noted as “preliminary” and stamped, but not signed
3. Every page must contain the stamp, signature, and date.

If you have questions or need more information on how to implement this, please contact your Assistant State Design Engineer.

A2.02 Applying Professional Stamps to Plan Sets

A2.02(1) Background

For years, professional licenses have been applied to WSDOT plan sheets by having a technician apply the licensee’s stamp and the professional applying their wet signature over the stamp and a date. With the immediate change to our workforce in March 2020 to a telework first focus, we have found the process of creating a plan set that complies with WAC 196-23 more difficult. More specifically, WAC 196-23-020 requires:

1. Final documents must contain a stamp, signature, and date;
2. Preliminary documents noted as “preliminary” and stamped, but not signed; and
3. Every page must contain the stamp, signature, and date.

To follow this requirement, it required that a licensee apply a digital signature to each page. Doing so, the software would create a copy (or reference point) to show what the file looked like when that signature was applied. For a 100-sheet plan set, this meant the software would create 100 different copies or reference points. Further complications would come from passing the plan set to another licensee. In the end, this effort complicated our project delivery process causing us to investigate a new method of applying stamps. This document presents the new method that meets the intent of WAC 196-23 and attempts to protect the licensee and the public.

A2.02(2) Preliminary Documents

All preliminary documents will be noted as “PRELIMINARY” and have the licensee’s stamp applied by the technician drafting the plan set. The stamps on the preliminary documents will

not be signed. Stamps can be applied by the technician assembling the plans. Preliminary documents shall be developed under the licensed engineer whose stamp will appear on the plan set.

A2.02(3) Final Documents

All final documents will have a stamp applied by a technician drafting the plan set. In addition, an image of the licensee’s signature will be applied over the licensee’s stamp. This signature will be a transparent signature where you can see the licensee’s stamp through the signature.

To apply these signatures, begin with the 100% plan sheet and follow these steps:

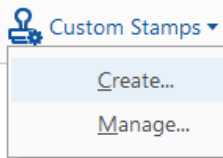
1. Technician applies the PE Stamp to all plan sheets.
2. In the Date, insert the text “SEE SHEET CT1”. See Figure 1 below.
3. Licensed Professional applies a transparent signature to all plan sheets over the PE stamp using Adobe Stamp. See Figure 1 for an example of the plan sheet PE stamp image. To control file size, it is important that this be a transparent signature image in PNG format and NOT a photo or a digital signature. For information on how to create a transparent signature in PNG format, see the IT How-To’s on insideDOT.

- a. Adobe Stamp can be found by going to TOOLS and selecting the Stamp icon:



Stamp

- b. Create a custom stamp with your transparent signature. This can be done by using the Custom Stamps icon:



- c. For ease of use when applying your stamp to several plans, utilize the Stamps Palette:



- d. When complete, the stamp, signature, and date should appear as follows:

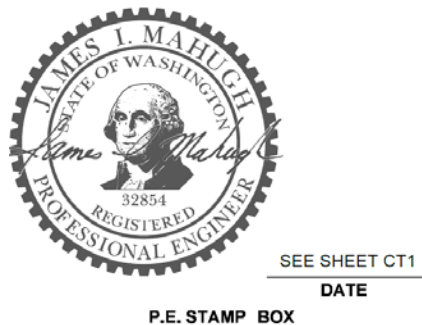
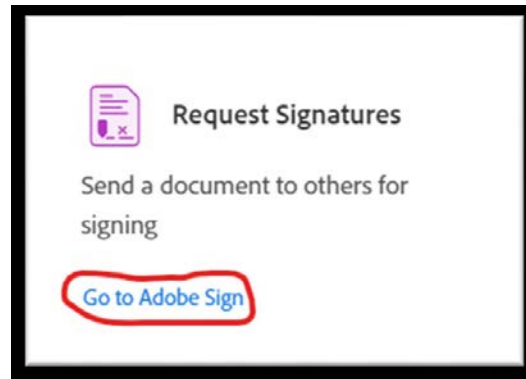


Figure 1: Plan Sheet PE Stamp Image

4. Insert a sheet after the index sheet of the contract titled CERTIFICATION SHEET labeled sheet CT#. The # will begin with 1 and be sequentially assigned (e.g. CT1, CT2, etc.) if there are too many signatures to fit on one page. There is a Certification Sheet cell in the CADD resources. There is no PE stamp on the Certification Sheet (see Step 7 for an example of the signature block on a CT sheet).
5. Once the plan set is final, the Region Plans Review Engineer (or designee) assembles all of the PDF files from the different licensed professionals and uses Adobe Sign to acquire digital signatures.
6. The steps for using Adobe Sign are the sub-bullets below. These steps must be completed by the Region Plans Review Engineer (or designee) and the individual must have access to Adobe Sign. Adobe Sign access is granted through HQ Development Division (currently Lesli Rodeheaver). Consultants that are GECs and have been granted a WSDOT email address can use Adobe Sign, but must use their email address that ends with @wsdot.wa.gov.
 - a. Acquire the email address of all licensed professionals that stamped the plans. On multi-volume contracts, licensed professionals need only apply their signature to those volumes that contain their plan sheets. Therefore, on multi-volume contracts, there will be a separate process for each volume that contains their stamp.
 - b. Open Adobe Sign and select “Go to Adobe Sign”

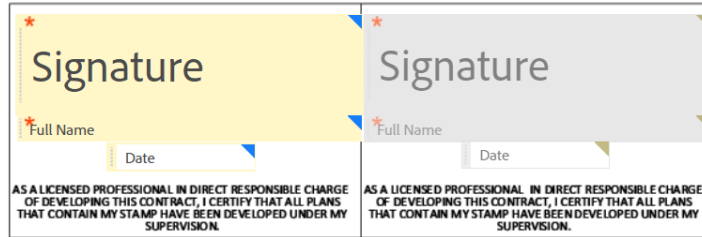


- c. Enter the email addresses for all licensed professionals under Recipients
 - i. Make sure the “Complete in Any Order” box is checked.



- d. Fill in the boxes under Message. What you fill in here will be in the email that all licensed professionals receive when they are asked to sign.
- e. Drag and drop the complete plan set (or volume) under Files. Note, the file will be uploaded to Adobe’s cloud and can take several minutes on large files. NOTE: The file size limit is 100 MB.
- f. OPTIONAL: If you need to have the plan set password protected, you may select the checkbox under “Options”.

- g. When all prior steps are complete, check the box “Preview & Add Signature Fields” at the bottom of the page and click “Next”.
- h. Find the CT sheet in the plan set. Drag and drop the Signature, Name, and Date fields into the CT sheet for each recipient into a box on the CT sheet. When finished, it should appear like this:



- i. Click “Send”.
 - j. You can monitor the process of your document under the “Manage” tab in Adobe Sign.
7. The professionals who need to certify the plan set must do the following:
- a. Look for an email from the individual who completed Step 6. The email will come from Adobe’s email server and therefore will appear as an “External” email:



- b. Click “Review and sign” in the email. This will open up your internet browser and take you to Adobe’s website for reviewing the document.
- c. Scroll to the Certification Sheet in the plan set and click “Click here to sign”.



- d. A popup will appear that allows you to customize your signature. Select “Image” and find the file that represents your handwritten signature. Make sure that

your name in the lower left is the same as the name on your PE stamp.



- e. Select “Apply” and the popup will close.
- f. Select “Click to Sign” at the bottom of the window.



- g. This completes the process for a professional to certify the plan set. The signed version of the document is automatically sent back to Adobe Sign. The person who completed Step 6 will get an email stating you have signed and also inform them when the certificate sheet has been signed by all individuals. The completed signatures on the certification sheet will look like this:



8. After all professionals have signed, send the completed plan set(s) to Printing Services for advertisement.
9. Printing Services will call this first set of plans received from the Region the “Bid Set” and process Bid Set along with the other contract documents for advertisement.
10. Addendum will be certified in a similar manner. If any addenda have plan sheet modifications, they will have a Certification Sheet labeled CTA#. The # will represent the addendum number ... Addendum #4 will be CTA4. If an addendum does not have a plan revision, then there will be no CTA# for that addendum and that CTA# is skipped. For example, if only addenda 3 and 7 have plan set revisions, then you will only have CTA3 and CTA7 and the other CTA# will not exist.
11. At Award, the Bid Set will be combined with all Addendum and this set will be called the

“Conformed Set”. The Conformed Set will be assembled with the pages of the Addendum inserted into the contract to make one complete PDF plan set. Addendum CTA# sheets will be inserted behind the original CT# sheet associated with the Bid Set. The contract page numbers will not be renumbered with the insertion of the CTA# sheets. To keep the signatures visible on all the certification sheets, the original electronic sheets will be printed from the original electronic plan sets and these will be inserted into the Conformed Set.

12. The Conformed Set will be attached to the Award documents that are sent to the successful bidder.
13. The Bid Set, Addenda, and Conformed Set will all be archived in ECM by Engineering Records.
14. As-builts will be created by the Construction Office by importing the PDF from either the Bid Set, Addenda, or Conformed Set into Bentley drafting and design applications and making the as-built modifications as appropriate. An as-built set may make use of Certification Sheets at the discretion of the Construction Office.