**NOTICE**

This is a standard special provision that revises CDOT’s *Standard Specifications for Road and Bridge Construction*. It has gone through a formal review and approval process and has been issued by CDOT’s Construction Engineering Services Branch with formal instructions regarding its use on CDOT Construction Projects. It is to be used as written without change. Do not use modified versions of this special provision on CDOT Construction Projects, and do not use this special provision on CDOT projects in a manner other than specified in the instructions unless such use is first approved by CDOT’s Standards and Specifications Unit. The instructions for use on CDOT construction projects appear below.

Other agencies that use the *Standard Specifications for Road and Bridge Construction* to administer construction projects may use this special provision as appropriate and at their own risk.

**Instructions for use on CDOT construction projects:**

Use this standard special provision on all projects.

Section 105 of the Standard Specifications is hereby revised to include:

Add Subsection 105.08:

**105.08 Document Management and Professional Engineer and Professional Land Surveyor (PE/PLS) Electronic Seals.** Where the specifications require the Contractor to submit or return documents an electronic file is preferred. The Contractor shall submit the schedule, video recordings, photographs, image files, and other media in their native file formats. When the document format is not specified, the Contractor shall submit electronic documents in PDF. When a submittal requires multiple copies, one electronic document shall satisfy the requirement.

Where a signature is needed, an electronic signature is acceptable. Where original signatures or original documents are required a scanned copy of the signed original shall satisfy the requirement.

The Department and Contractor shall use Adobe Sign software to route and sign Contract Modification Orders for signature.

An electronic seal is when a PE or a PLS affix their electronic signature and seal to plans or documents prepared under their responsible charge or control. Adobe Sign software shall be used for electronic seals on documents and electronic seals. Electronic seals shall comply with the requirements of the Bylaws and Rules of the State Board of Licensure for Architects, Professional Engineers, and Professional Land Surveyors Rules and Regulations, 4 CCR 730-1.

The Contractor shall submit as-built plans using the template provided by the Project Engineer.