Revise Section 105 of the Standard Specifications as follows:

Add the following to Subsection 105.08:

105.08 Document Management and Professional Engineer and Professional Land Surveyor Electronic Seals. Where the specifications require the Contractor to submit or return documents either in writing or the format is not specified, an electronic file is preferred. The Contractor shall submit the schedule native file, video recordings, photographs, image files, and other media formats 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. An original signature is a signature signed in ink. Where original signatures or original documents are required a scanned shall satisfy the requirement.

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

E-Signature for CDOT Construction Project Guidelines -

Industry may incorporate the ~~digital or~~ electronic signature process with ~~their company’s~~ a CDOT approved electronic software program. The ~~digital or~~ electronic signature shall include the signer’s name, date, and time the document was signed in addition to locking the document after signing. This guidance does not change the approval process or the content requirements for Buy America, COC, and CTR

documentation, rather it allows the documentation to either be all ~~digital or~~ electronically signed or a Scanned Original Wet Signature.

Definitions:

Electronic signatures are preferred over handwritten or wet signatures. The following are the approved definitions for the three types of signatures and how they will be used in CDOT Project Construction documentation. Refer to CDOT Records Management for more information.

* Signature Type 1 - Documents requiring a Signature Type 1 are the CDOT Form 90, Final Material Certification and Explanation of Exceptions (CDOT Forms 473 &amp; 474) and any document requiring a Professional Engineer, Professional Architect, or Land Surveyor Seal. Adobe Sign will be used for signatures in this category.
* Signature Type 2 - Documents that may use a Type 2 are related to tasks such as initialing, tracking, approving, certifying, creating, quality control confirmation, read receipts, or acknowledgment of the handling, conformance, and management of a document. Adobe DC or Blue Beam are typically used for ~~digital or~~ electronic signatures.
* OTHER –
	+ Scanned Record, scanned copy of an original record or a copy of a record in PDF or another format.
	+ Paper Record – Original Wet Signature, document with a signature by a person who physically marks a document using a pen.
* Copy- Reproduction of the original paper record.
	+ - Scanned copy of an original paper record.
		- Printed copy of an electronic record (invalidates the electronic signature)

NOTE 1: Original paper records that include a P.E. Seal, P.L.S. Seal, Change Orders, and notarized signatures require an~~d~~ original wet signature. (Scanned copy of these records is not an acceptable Original Record.)

NOTE 2: Electronic Records with a Type 1 signature will contain only Type 1 electronic signatures. Do not mix Type 1 signatures with Type 2 signatures or wet signatures.

An electronic seal is when a Contractor’s Engineer, a Professional Engineer or a Professional Land Surveyor 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 shall comply with the requirements of the 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.