

# Memorandum

**TO:** Division Managers

**FROM:** David Sykes

**SUBJECT: Sealing and Signage of Consultant  
and In-House Designed Plans and  
Specifications**

**DATE:** January 28, 2008

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Approved

Date

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The Department has recently evaluated the review and signature process for plans and specifications for Public Works construction projects that are either designed by a consultant, in-house staff, or a combination of both. In order to ensure alignment of the preparation of these documents with statutory requirements the following new guidelines are to be followed effective immediately.

**Design Phase – In-House or Combination Design**

As plans and specifications are being developed, the Project Manager shall schedule a brief meeting with the appropriate Director’s Office Sealer/Signatory per the table below at a frequency (i.e. 30%, 60% and 90% design completion stages) that is deemed sufficient by the Sealer/Signatory. At these meetings, the Project Manager should focus on the discussion of responsible charge (professional engineering) and/or responsible control (professional architecture) design aspects and issues.

| <b>Design Division</b>                  | <b>Director’s Office Sealer/Signatory</b> |
|---|---|
| Airport Construction                    | Harry Freitas                             |
| City Facilities Architectural Services  | Dave Sykes                                |
| Engineering and Construction Services   | Timm Borden                               |
| Transportation and Development Services | Timm Borden                               |

**Design Phase – Consultant Design**

In general, for plans and specifications designed by a consultant, the consultant’s staff are in responsible charge/control of the design work and will sign, seal, and date the plans accordingly. There will be no signing/sealing of the plans or specifications by Director’s Office staff, with the exception that the Director will sign an approval signature block on the cover sheet of both the plans and specifications (see Items 1 and 2 below).

**Final Sealing/Signature – Consultant, In-House, or Combination**

When the plans and specifications are considered final and ready for approval (and sealing/signature/date by Director’s Office staff as required), the Project Manager shall

prepare the Plans and Specifications Approval Memo. The Project Manager shall also ensure that the following specific items are complied with:

- (1) The cover sheet of the plans shall have an approval signature block for the Director of Public Works (see Attachment A for format). If the plans are jointly developed with another public agency, an approval block for each agency's lead representative should also be added.
- (2) The cover sheet of the specifications shall have an approval signature block for the Director of Public Works (see Attachment A for format). The Director's Office Sealer/Signatory shall seal, sign, and date the cover page as required by responsible charge/control statutory requirements. No separate signature block is necessary for the Director's Office Sealer/Signatory.
- (3) (a) **In-House or Combination Design:** The interior sheets of the plans shall be sealed, signed, and dated by the Director's Office Sealer/Signatory or consultant staff as required by the responsible charge/control statutory requirements. There is no particular designated space or formal signature block – just the seal with signature and date. If a specialized engineering discipline (i.e. structural, geotechnical, etc.) or land surveying is involved (either in-house or consultant) for any particular interior sheet(s), the engineer or land surveyor in responsible charge of that portion of the design work shall seal/sign/date each sheet as appropriate. Also, if any particular interior sheet is subject to seal/signature in accordance with the architectural responsible control statutory requirements, it shall be sealed/signed/dated by the architect in responsible control of the work.  
  
(b) **Consultant Design:** All interior sheets of the plans shall be sealed, signed, and dated by consultant staff as required by responsible charge/control statutory requirements.
- (4) The standard border of each interior plan sheet includes an approval signature block area for the Director of Public Works. The Division Manager of the relevant design Division shall sign that approval signature block.

The Plans and Specifications Approval Memo shall be signed by the appropriate Director's Office Sealer/Signatory as a confirmation that items (1) through (4) above have been completed.

Finally, the Project Manager shall schedule a brief meeting with the Director to:

- present her with the signed Plans and Specifications Approval Memo,
- familiarize her with the project, and
- obtain her signature in her approval block on the cover sheets of both the plans and specifications.

1-28-08

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Please ensure that all project management staff within your Division are informed of these new guidelines. If you have any questions, please contact Barry Ng at extension 58477.

A handwritten signature in black ink, appearing to read 'D. Sykes', with a long horizontal stroke extending to the right.

David Sykes

Assistant Director of Public Works

Attachment

**ATTACHMENT A**

**Director of Public Works Signature Block for the Plan Cover Sheet and Specifications Cover Page:**

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KATY ALLEN  
DIRECTOR OF PUBLIC WORKS

**Note: This signature block is not associated with responsible charge signing/sealing obligations and therefore license information should not be included.**