

Date: September 23, 2003

To: Public Works and Utilities

Fr: Roger Figard, City Engineer

Re: Sealing of Plan Sets and Specifications

It has been the policy of this office in the past to have the City Engineer sign and seal all plans. In a desire to more closely conform with the Nebraska Board of Engineers & Architects, we are changing this policy.

The **Nebraska Board of Engineers & Architects' Rules and Regulations Booklet** states that the *"The seal, signature, and date shall be placed on all originals, copies, tracings, or other reproducible drawings and the first and last pages of specifications, reports, and studies in such a manner that the seal, signature, and date will be reproduced and be in compliance with rules and regulations of the board. The application of the licensee's seal and signature shall constitute certification that the work was done by the licensee or under the licensee's control. In the case of multiple sealings, the first or title page shall be sealed, signed, and dated by all involved. In addition, each sheet shall be sealed, signed, and dated by the licensee responsible for each sheet. In the case of an organization, each sheet shall be sealed, signed, and dated by the licensee involved. The architect or professional engineer in responsible charge shall sign, seal, and date the title or first sheet."*

Due to the nature of our organization and the fact that many highly qualified licensed (wonderful, superb, outstanding, great, top-flight, fantastic, excellent, premier, superior, just a few suggestions) engineers are a part of the staff in Engineering Services, each licensed engineer shall be responsible for sealing, signing and dating the work they are responsible for. Attached is a chart with a listing of the Licensed Engineers on staff in engineering services and what is expected in the way of sealing plans.

The note listed on the plans certifying the engineer's supervision and status as a professional engineering is a duplication of the seal's meaning and should not be required on the title sheet.

Approved for Construction Line shall remain on all plan sets (both city designed and consultant designed) and shall be filled out by the appropriate personnel.

ENGINEER	Expected Responsibilities
City Engineer	<ul style="list-style-type: none"> • Fill in for Asst. City Engr. on an as-needed basis to sign, seal, and date plans sheets and specifications
Assistant City Engineer	<ul style="list-style-type: none"> • Fill in for Design/Construction Mgr. on an as-needed basis to sign, seal, and date plans sheets and specifications
City Traffic Engineer	<ul style="list-style-type: none"> • All in-house Traffic Signals and Markings Sheets • Consultant Projects - Bid Proposal Package when managed by that individual
Design/Construction Manager	<ul style="list-style-type: none"> • Fill in on an as-needed basis to sign, seal, and date plans sheets and specifications • Sign the “Approved for Construction Box” on some Consultant plans for Executive Order projects
Design Engineer	<ul style="list-style-type: none"> • Most in-house design sheets and special provisions • Consultant Projects - Bid Proposal Package when managed by that individual
Construction Engineer	<ul style="list-style-type: none"> • Some in-house design sheets and special provisions depending on level of involvement with the project. • Consultant Projects - Bid Proposal Package when managed by that individual
Design Section Engineers	<ul style="list-style-type: none"> • Some in-house design sheets and special provisions depending on level of involvement with the project. • Consultant Projects - Bid Proposal Package when managed by that individual
Development Services Engineers	<ul style="list-style-type: none"> • Sign the “Approved for Construction Box” on Consultant plans for Executive Order projects • Seal Bid Package for Executive Order projects bid thru city (i.e. - over \$10,000 subsidy)
Watershed Management Engineers	<ul style="list-style-type: none"> • Any drainage sheets that incorporate pipe sizes and drainage calculations from Watershed Management
Water Engineers	<ul style="list-style-type: none"> • Not expected to seal any documents
Wastewater Engineers	<ul style="list-style-type: none"> • Not expected to seal any documents