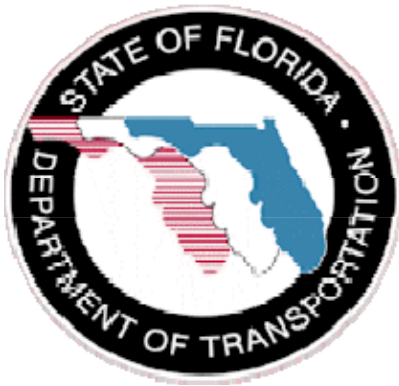


Florida Department of Transportation



Handbook for the Preparation of Specification Packages

(Specifications Handbook)

January 2007

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HANDBOOK FOR THE PREPARATION OF SPECIFICATION PACKAGES (SPECIFICATIONS HANDBOOK)

PREFACE:

This handbook was developed to provide guidance in the preparation of specification packages and to describe various components of the specifications package. This handbook is to be used in conjunction with the current Specifications Package Preparation Procedure Topic Number 630-010-005 c.

DEFINITIONS:

Appendices: Documents appended to and made a part of the specifications package, providing pertinent special conditions and supporting documentation specific to the project. These may include Technical Special Provisions, and other applicable documents.

Developmental Specifications: Specifications developed around a new process, procedure, or material to be tried, and as such, approved for limited use by the State Specifications and Estimates Office. These documents are signed and sealed by the Professional Engineer responsible for authorizing their use and monitoring their performance in the field.

District Specifications Engineer/Manager: The individual whose primary job is to supervise the operations of the District Specifications Office and provide liaison with consultants preparing specification packages.

District Specifications Training Coordinator: A person assigned by the District Specifications Engineer/Manager, to train District personnel and consultants in the preparation of specification packages.

Electronic Specifications Package: The complete specifications package in electronic format, including all appendices, signed and sealed in accordance with the applicable Florida Administrative Code for Engineering, Architectural and Landscaping disciplines.

Engineer/Architect of Record: The individual who signs, dates, and seals the specifications package in accordance with *the applicable Florida Statute and Florida Administrative Code*.

Final Reviewer: The individual who does the final review and preparation of the specifications package, prior to review by the Engineer of Record.

Handbook for the Preparation of Specification Packages (Specifications Handbook): A document prepared by the State Specifications and Estimates Office to be used in the preparation of specification packages.

Initial Reviewer: The individual who does the initial preparation of the specifications package, prior to review by the Final Reviewer.

Inserts: The project specific information that is required to be filled, in the blanks of Special Provisions in the workbook files, implemented to allow variable input.

Legal Review: In the District Offices, the General Counsel's review of the specifications package for conformance to applicable law and to protect the Department from potential liability.

Mandatory Revisions (Mandatory Changes): Specification revisions issued by the State Specifications and Estimates Office for special implementation on a time critical schedule, effective with a specific letting date.

Modified Special Provision: A Specification, signed and sealed by the requesting Professional Engineer, developed around a District specific need and authorized for use by the State Specifications Engineer.

Quality Control Plan: A comprehensive, well-defined, written set of procedures and activities required of each District and recommended for firms preparing specification packages. Quality Control Plans are designed to ensure that all specification packages and supplemental specification packages are produced error free.

Reissued Specifications Package: A complete reissue of a specifications package.

Special Provisions: Specific clauses adopted by the Department that add to or revise the Standard Specifications or Supplemental Specifications. These documents set forth conditions that vary from or are additional to the Standard Specifications and are applicable to a specific project or a specific set of conditions.

Specifications Package: The signed and sealed document prepared for inclusion in the contract documents and comprised of the following components as they apply:

1. Special Provisions, in numerical order according to Section, Article or Subarticle of the Standard Specifications,
2. Developmental Specifications, also in numerical order.
3. Supplemental Specifications, also in numerical order,
4. Appendices.

Standard Specifications: “Standard Specifications for Road and Bridge Construction”, a bound book, signed and sealed by the State Specifications Engineer and applicable to all Department contracts. This document is comprised of adopted requirements setting out or relating to the method or manner of performing work or to the quantities or qualities of materials and labor.

Supplemental Specifications: Approved additions or deletions to the Standard Specifications, applicable to all Department contracts.

Supplemental Specifications Package: A signed and sealed document reflecting changes to a previously signed and sealed specifications package and issued prior to the bid opening.

Technical Special Provisions (TSPs): Specifications of a technical nature that are signed and sealed by an engineer, architect or landscape architect, registered in the State of Florida. TSPs describe work that is not covered by the Standard Specifications, Special Provisions or Supplemental Specifications and are included as appendices in a specifications package.

Usage Notes: Workbook notations attached to Special Provisions, Supplemental Specifications and Developmental Specifications, setting forth conditions under which each would apply.

A usage note of “all projects” is applied to all Supplemental Specifications because theoretically, they are part of the Specifications Book.

Workbook Files: Web-based files of the Special Provisions, Supplemental Specifications, Developmental Specifications and Appendices, adopted and issued for statewide implementation, and used for the preparation and generation of specification packages. They are updated and issued every 6 months by the Specifications Development section of the State Specifications and Estimates Office.

SECTION 1 - SPECIFICATIONS PACKAGE

A specifications package is developed using multiple reviews of the project plans and contract file as follows:

1-1 Tracking System

Create and maintain a tracking system that will be used for specification packages and supplemental specification packages. At a minimum, the tracking system shall include the following dates: log-in, log-out, and date submitted.

1-2 Pre-Check

Enter plans and Contract File information into the Office tracking system according to the date received.

1-2.1 If an implemented specification does not adequately address the needs of a specific project, it may be modified. Use Track Changes to edit the specification then submit the modified version to the District Specifications Office for their review. Upon District approval, the document will be submitted to the State Specifications Engineer to obtain approval for use as a project specific Special Provision.

1-2.2 The Department utilizes Developmental Specifications to allow for new processes, procedures, and materials, which may be tried on certain projects. Developmental Specifications are initiated by an originator who will serve as monitor and who will approve each for specific project use.

The District Specifications Office will forward requests for approval to use a Developmental Specification on a project, to the State Specifications and Estimates Office. Requests must be accompanied by the Project ID number and the letting date.

1-2.3 When a TSP is identified as needed on a project, ensure that it has been drafted in accordance with Section 3 of this handbook and submitted to the District Specifications Office for review.

1-3 Initial Review

The Initial Reviewer will check the Contract File at the beginning of the specifications package preparation, to ensure that the plans and all components necessary for preparing a complete specifications package are included, and the appropriate web-based Workbook is selected.

1-3.1 Review the Plans to determine that all proposed work is covered by an approved specification. Review all components of the Plans, Contract File and Workbook to ensure all issues have been addressed.

- 1-3.2 Review the Plans and the Summary of Pay Items. Verify that the contract items shown in the plans regarding the description of work, materials to be used, construction requirements, method of measurement, and basis of payment are not in conflict with the Specifications.
- 1-3.3 Utilize the Specifications Worksheet in the workbook, to note apparent discrepancies, omissions, comments and questions that would need to be resolved before completion of the Specifications Package. All resolutions will also be noted on the Worksheet.
- 1-3.4 Verify that all plan notes and references to the specifications are correct and do not pose a conflict. Ensure all errors and discrepancies between the plans, plan notes and specifications have been resolved.
- 1-3.5 Review all files and plans to ensure the Standard Specifications, Supplemental Specifications, Special Provisions, Developmental Specifications or Technical Special Provisions properly describe the work to be done, the materials to be used, the construction requirements, the method of measurement, and basis of payment for each item of work.

Information typically received in advance of the plans, includes:

- (a) Permit notices from the District Office responsible for permit coordination,
 - (b) Utility/Railroad Agreements or "Clear" memos from the District Utility and Rail Offices,
 - (c) Special limitations of operation,
 - (d) Other draft Special Provisions as needed,
 - (e) Developmental Specifications as needed.
 - (f) Technical Special Provisions, as needed.
- 1-3.6 Prepare the Specifications Package utilizing the appropriate web-based workbook and Mandatory Revisions. Add the "Insert" information to all Special Provisions, where indicated. Draft any "project specific" Special Provisions by Article number sequence, where these modifications are to be made. Verify that the State Specifications Engineer has approved all proposed modifications to a workbook component or Standard Specification. Verify that all TSPs have been through District Legal Review.

1-4 Final Review

The Final Reviewer will follow the same set of instructions as the Initial Reviewer, utilizing a separate, unmarked, workbook. The purpose of this is to have two independent reviews, with a different set of eyes looking at the same material. After the final review is complete, the Initial Reviewer and Final Reviewer will compare the workbooks. Discrepancies between the two independent reviews will be discussed and resolved with the Engineer of Record having the final say. Verify that all necessary elements of the workbook have been marked, all inserts and modifications are properly worded and referenced, all modifications to workbook components or Standard Specifications have been approved by the State Specifications Engineer, all revision dates have been removed from modified workbook components, all mandatory changes have been made, any questions on the Worksheet have been answered and that nothing is missing from the package.

1-4.1 Make the contract file, worksheet, marked workbooks and backup information available to the Engineer of Record/PE Reviewer, for review.

1-5 Package Assembly

The Specifications Package will be produced, proofread, corrected, and all applicable appendices included.

1-5.1 The Engineer of Record or a delegate will review the marked up specifications workbook to determine that all insert information is provided and that all file selections have been made and are correct and in accordance with the District Quality Control Plan.

1-5.2 Using the approved web-based application for merging documents and the marked workbook with indicated modifications, build the document and generate the specifications package. There will be no order of changes to the package without the written approval of the State Specifications Engineer.

1-6 Quality Control Review

The document is proofread to verify that all applicable specifications are included and the insert information is properly entered. Verify that the specifications package is complete, in accordance with the workbook and District Quality Control Plans. Correct all errors and verify that all appendices are added in the order shown in the Table of Contents.

1-6.1 Meet the minimum requirements shown in Exhibit 4-2. Meet the requirements of the District Quality Control Plan.

1-6.2 Deliver the completed signed and sealed specifications package to the appropriate office.

1-7 Legal Review

The District General Counsel's Office will review the Specifications Package and document their review on the Legal Review form. Any dispute between the District General Counsel's Office and the District Specifications Office on disposition of Category 1 comments will be settled jointly by the District General Counsel and the appropriate District Director. Category 2 comments will be settled by the District Specifications Engineer/Manager.

1-7.1 Individual components from the workbook that have not been modified, do not require District General Counsel Review.

1-7.2 Modifications to Division 1 of the Standard Specifications or to workbook components amending Sections 1 through 9 must be reviewed by District General Counsel before the modifications are submitted to the State Specifications Engineer.

1-7.3 Modifications to other Sections of the Standard Specifications or other workbook components require review by District General Counsel when requested by the District Specifications Engineer/Manager.

1-7.4 All Technical Special Provisions must be reviewed by District General Counsel.

1-8 Signing and Sealing

The Professional Engineer checks the Specifications Package to ensure that proper specifications and appendices have been added then electronically signs and seals the Specifications Package. This signature and seal indicate that the Specifications Package has been prepared by or under the responsible charge of the P.E. in accordance with procedures adopted by the Department.

1-9 Specifications Package Quality Control Check and Package Transmittal

Prior to the electronic Specifications Package transmittal, the District Specifications Office will check the Specifications Package for completeness and accuracy, in accordance with the District Quality Control Plan.

The District will prepare a Transmittal Memorandum for submittal to Central Office. For packages prepared by other than FDOT personnel, transmit to the District Specifications Office for Legal Review. 1-10.

1-10 Re-issued Specifications Package

When it becomes necessary to re-issue a Specifications Package, the development process is the same as for an original Specifications Package, but with the word "RE-ISSUED" shown preceding the effective letting date.

A Re-issued Specifications Package is required, when the effective letting date of the current Workbook differs from the effective letting date of the original workbook. This is necessary to bring the Specifications Package up to date with the Workbook in effect at that time.

1-11 Document Retention

Documents will be retained in accordance with the District Procedures and Florida Administrative Code.

SECTION 2 - SUPPLEMENTAL SPECIFICATIONS PACKAGE

A Supplemental Specifications Package is required whenever it becomes necessary to add to, delete from or in any other way, modify either an original specifications package or a previous supplemental specifications package. This supplemental package may be as a result of plans revisions, mandatory revisions, omissions, errors among others. Prepare Supplemental Specification Packages in accordance with Section 1 of this document.

2-1 Process

Preparers of the supplemental specifications package shall review, analyze and document the required modifications to the original specifications package or to the previously submitted supplemental specifications package. Changes referenced in the Supplemental Specifications Package are arranged in Section/Article order following the order of the original Specifications Package. For instance, Special Provision changes would come first, in Section/Article order, followed by the Developmental Specification changes, then Supplemental Specification changes. A workbook is not normally used in generating the Supplemental Specifications Package but its use may provide reference assistance.

After deciding what needs to be modified in the specification package, generate the Supplemental Specifications Package using the appropriate macro.

2-2 Signing and Sealing

The Engineer of Record checks the Supplemental Specifications Package to ensure that proper specifications and appendices have been added and signs and seals the Supplemental Specifications Package in accordance with the procedures adopted by the Department under Rule 61G 15-23.003, F.A.C2-3 Supplemental Specifications Package Quality Control Check and Package Transmittal.

Prior to the electronic Supplemental Specifications Package delivery, check the Supplemental Specifications Package for completeness and accuracy, in accordance with the District Quality Control Plan.

For packages prepared by other than FDOT personnel, submit the electronic Supplemental Specifications Package to the District Office. The District Specifications Office will prepare the Revision Memo and submit the Supplemental Specifications Package to Central Office.

SECTION 3 - TECHNICAL SPECIAL PROVISIONS

Technical Special Provisions (TSPs) are specifications of a technical nature for items of work not covered by Department implemented Standard Specifications, Supplemental Specifications, or Special Provisions and are prepared, signed and sealed by an engineer registered in the State of Florida. TSPs are made part of the Contract as an appendix to the Specifications Package.

3-1 General Rules for All Technical Special Provisions

It is the responsibility of both the Engineer of Record for the TSP and for the Designer to ensure that all work specified in the TSP is properly addressed in the plans and that the TSP creates no conflict with the plans and specifications or other Contract document.

Include technical information in TSPs, not in plan notes. Avoid plan notes whenever possible.

The proper system of measurement for the project should be used. All abbreviations, symbols, conversions and format rules will be in accordance with ASTM E 621. Any conversions, if needed, will be the responsibility of the Engineer submitting the TSP.

The following general rules apply to all TSPs.

1. Do not write TSPs to modify implemented specifications of any kind. Stated another way, a TSP must not be used as a “trump card” to overwrite any existing, implemented specification.
2. Each TSP must include a signed and sealed cover sheet prepared in a format determined by the Department (see Exhibit 4-2).
3. Each TSP must be submitted to the Department in an electronic format, prepared with word processing software designated by the District Specifications Engineer.
4. Number all pages consecutively, with the signed and sealed cover sheet as page 1. NEVER add or delete a page number without renumbering. Do not use page numbering such as “10 A”. Pages should be set up to have a one inch footer margin with no text in the footer. This area is for consecutively numbering of the entire specifications package.
5. Section, Article and Subarticle numbers must be preceded by a “T”.

6. All TSPs must be formatted to print on an 8.5" by 11" page. No company logos or headings are allowed on the cover sheet.
7. Use the FDOT nomenclature and numbering system as defined in the Standard Specifications Book.
8. When possible, use active voice-imperative mood writing style.
9. Use the following format for writing numbers: For integer items, say "two trees" (for numbers from one to ten), or 21 trees (for numbers greater than 10). Do NOT duplicate numbers, i.e., do NOT say "one (1) bridge".
10. If possible use unit abbreviations like yd^2 to mean square yards, or ft^3 to mean cubic feet.
11. A table of contents is mandatory for TSPs over 10 pages in length.
12. For an original TSP, only page one (the cover sheet) must be signed and sealed, if applicable. If more than one person signs and seals a given document, no gaps or overlaps of page numbers are acceptable. Revisions to one or a few pages may be accomplished by signing and sealing each revised page with a new date.
13. Statements like, "if conflict exists, the more stringent requirement prevails" are not acceptable.
14. Refer to FDOT Specifications by stating "FDOT Specifications". All references to the Specifications Book should read "FDOT Standard Specifications".
15. Never use the term "Special Provisions" unless referring to FDOT Special Provisions. If referring to another portion of the TSP, say "this Technical Special Provision".
16. Avoid special requirements for the material or construction of concrete. FDOT cement, aggregate, reinforcing steel and concrete specifications reflect the latest technology, and should be adequate for all building, utility and other concrete construction.
17. Never include proprietary information in a TSP unless system compatibility is an issue and a signed Public Interest Finding (per FHWA requirements) is on file in the District Specifications Office. Do not specify a product or manufacturer name as this may give preferential treatment to the listed items. Do not use the term "or equal". Use performance criteria.
18. No sketches, pictures or drawings are allowed in a TSP.

19. Technical Special Provisions should not reference the Qualified Products List or the Approved Products List.

20. Do not use references like Geotechnical Engineer or designated representative. Use the term "Engineer".

21. Ensure the proper handling of guarantees and warranties.

- (a) Do not specify a contractor's warranty after final acceptance. Contractor warranties are acceptable for any period up to final acceptance.
- (b) TSPs should require that all available manufacturers' warranties be transferred to FDOT, before final acceptance of the job.

22. It is not acceptable to require bidders to submit documents or data with the bid. If necessary, submissions can be acceptable for a preconstruction conference, or at other times after the award. Also, do not enclose forms or proposals in TSPs that may require or imply that they be returned with the bid.

23. Submittals should be limited to the following and require the written approval of the State Specifications Engineer:

- (a) A Schedule of Values (if required, as on the construction of a building) may not be required earlier than 10 days after the award of the Contract.
- (b) No other submittals (samples, literature, product specifications, etc.) may be required sooner than 30 days after the award.

24. The TSP should be as brief as possible to adequately cover the needed subject.

25. Method of Measurement/Basis of Payment:

- (a) Use pay items that are current as per the FDOT Specifications and Estimates Office.
- (b) Ensure that all work and materials are included, but without duplication.
- (c) Include the necessary descriptions for all work and materials.
- (d) Place Measurement and Payment provisions at the end of the TSP.

- (e) Description and Method of Measurement should match the Basis of Estimates Manual.

26. When referenced, be sure the TSP clearly refers to the correct documents for the letting month and year planned, including:

- (a) "Standard Specifications for Road and Bridge Construction."
- (b) Design Standards.

27. Avoid conflicts with FDOT definitions in the Standard Specifications Book and amendments. If additional definitions are needed, add at the beginning of the TSP, but always indicate that these definitions apply only to the TSP, not to any other contract documents.

28. Use great caution when using old specifications (or portions thereof) as a reference in preparing a new TSP.

29. Work and materials specified must be consistent with the plans, and with FDOT specifications.

30. Do not include cost estimates.

31. Never use the word "supplemental" or "supplement" when referring to specifications, except when referring to Supplemental Specifications.

32. Submit TSPs for review to the District Specifications Office at the final engineering phase. When a TSP has been submitted to the appropriate District Specifications Office for review and major changes become necessary, provide the changes in redline strikethrough format when resubmitted, to avoid complete proofreading of the entire TSP.

33. For traffic signals which must be compatible with a county-wide computerized traffic control system, use either of the following methods to notify the Contractor:

- (a) Add a note(s) on the plans to say "Must be compatible with (Broward, etc.) County Traffic Control System."
- (b) Add a TSP with the details required instead of using plan note(s).

3-2 Technical Special Provisions for Joint Project Agreements

Often these TSPs are the utilities or municipalities "stand alone" specifications, which they use when they contract out the work to their contractor. These specifications, since they were never intended to be a part of a Department Contract, often generate conflicts within the contract documents and may cause confusion and claims during construction.

- 3-2.1 All of the provisions of Section 3.1 also apply to TSPs for JPAs.
- 3-2.2 A TSP and utility plans must agree totally with the corresponding JPA.
- 3-2.3 A JPA is a contract between the utility owner and FDOT. A Contract is between FDOT and the Contractor. While it includes the same utility work as the JPA (as well as other work) the two contracts are totally separate from each other. The Contractor is not a party to the JPA. TSPs should not refer to or mention the JPA. The utility plans and TSPs must describe all of the utility work the Contractor will do, so FDOT can fulfill its contract with the utility owner.
- 3-2.4 A TSP should not include standard contract language the utility company normally uses to contract for utility work, only technical verbiage should be used. (Reference the first of the general rules, Section 3-1, applicable to all TSPs). JPA contracts state that... "All of the work on the JOINT PROJECT is to be done according to the plans and specifications of the DEPARTMENT..." The only content appropriate for TSPs is technical information for utility work not included in FDOT specifications, i.e., water or sewer work, electrical distribution system work, telephone work, etc. (The "key word" in Technical Special Provisions is "Technical.") The inclusion of general terms and conditions causes confusion, and can introduce major conflicts with FDOT specifications.
- 3-2.5 The word "abandoned" should never be used in a TSP, drawing, or any other Contract document. Instead, they may be referred as "out-of-service" utilities. Should removal later become necessary, the utility owner is then responsible for removal.
- 3-2.6 The Engineer has full authority. Utility representatives may only act to provide technical assistance to the Engineer.
- 3-2.7 A TSP cannot contain a list of required or suggested utility subcontractors, but can list reasonable objective qualifications that are required for utility subcontractors and their employees.

3-3 District Office Responsibilities

When any TSP is required, it is the responsibility of the District Specifications Engineer to review the TSP for compliance with departmental standard format and for potential conflicts between the TSP and the plans and specifications. Note all necessary changes and return them to be revised.

It is the responsibility of the District General Counsel Office to make a Legal Review of each TSP and complete the Legal Review Form.

3-4 Central Office Responsibilities

The State Specifications and Estimates Office does not review TSPs, but will maintain a reference database of previously used TSPs that have been submitted by the Districts Specification Offices and accepted for inclusion in the database, or have been otherwise deemed to have future reference value. The State Specifications and Estimates Office will also provide coordination of District requests for technical assistance from Central Office staff, when questions arise during the District review of TSPs.

SECTION 4 - LIST OF EXHIBITS

Exhibit 4-1 - Legal Review Form

This is for legal review and the information shown is the minimum required.

Exhibit 4-2 – Sample cover sheet for Technical Special Provisions

This format will be page one of the Technical Special Provisions.

Exhibit 4-3 – Minimum Quality Control Requirements.

EXHIBIT 4-1 - Legal Review Form

PROJECT NUMBER: 6 digits – 1 digit – 2 digits – 2 digits xxxxxx-x-xx-xx

Proposed Letting Date:

Review of: Technical Special Provision Special Provision Specifications Package

Review by: _____ Date: (today's date default)

Date Received in Legal Office: _____ **Date Returned:** _____

Keys to Categories:

- (1) CRITICAL LEGAL CONCERNS: Change must be made prior to letting to comply with Florida Law.
- (2) QUESTIONABLE CONCERN: Engineer of Record will address. If change is necessary to achieve desired engineering Standard, change prior to letting.

Comment Number	Key	COMMENTS
1.	(1)	
Disposition:		
Date:		
2.	(1)	
Disposition:		
Date:		
3.	(1)	
Disposition:		
Date:		

Signed: _____
 District General Counsel's Office

EXHIBIT 4-2
Sample Cover Sheet for TSPs

TECHNICAL SPECIAL PROVISION

FOR

<<Indicate Work to be Performed>>

Financial Project ID _____

(Signature block for electronic signature)

The official record of this Technical Special Provision is the electronic file signed and sealed under Rule 61G 15-23.003, F.A.C.

Prepared by: <<Name of Person>>

Date: <<Date Signed & Sealed>>

Pages 1 of xx

EXHIBIT 4-3 Minimum Quality Control Requirements

Was the proper Workbook used?

Was the Specifications Worksheet used to note apparent discrepancies and other questions?

Are all communications regarding discrepancies listed on the worksheet?

How many individuals were involved in preparing the specifications package and was the workbook initialed by each person?

Final Reviewer examined workbook with Initial Reviewer to discuss all differences?

Have all issues on the worksheet been addressed and resolved?

Were there any Special Provisions added to the Spec. Package that needed prior approval from Central Office? Is approval for authorization for use included in backup material?

Were all "insert" areas properly filled in? There shall be no "blank" information in the Specification Package.

SPEC PACKAGE FRONT PAGE

Is the FPID Number correct?

If the package covers multiple projects, have all FPID numbers been entered on the cover sheet? Does the footer have the lead FPID number with ', etc.' after it?

FPID(S): 999999-1-52-01, etc

If a federal project, is "Federal Funds" printed on the cover sheet?

Is the District information correct? Is the county correct? If project encompasses more than one county, is it listed?

Is the EOR's name printed in the front page footer.

Is the total number of pages listed in the front page footer? (1-xxx)

<p><u>First Page Footer -Section 1-</u></p> <p><i>I hereby certify that this specifications package has been properly prepared by me, or under my responsible charge, in accordance with procedures adopted by the Florida Department of Transportation.</i></p> <p>The official record of this package is the electronic file signed and sealed under Rule 61G 15-23.003, F.A.C.</p> <p>Name: _____</p> <p>Page(s): _____</p> <p>Additional Files:</p> <p style="text-align: center;">- 1 - FPID(S): 999999-1-52-01, etc</p>
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TABLE OF CONTENTS

Have all pages in Table of Contents been checked against the marked up workbook?
Do all pages in the TOC correspond to the final document? (Update TOC)

Have Tech Specs (if applicable) been accounted for in the Table of Contents? Is the last page number listed in the TOC?

MISCELLANEOUS.

If there are federal funds, were the proper wage rates inserted?

Did the EOR sign and seal the Electronic Specifications Package?

TECHNICAL SPECIAL PROVISIONS

Are there any Technical Special Provisions (TSPs)?

Were TSPs submitted during proper phase reviews to allow time for District Specs and Legal reviews prior to sending to State Specs Engineer?

Did District Legal Review?

Were all concerns answered?

Were all pay items covered in Tech Spec?

Do the TSPs comply with the general rules governing the use of a TSP?

Is the TSP signed and sealed by someone other than the Engineer of Record?

Are there TSPs for Joint Project Agreements (JPA's)?

Is there documentation that the District Specifications Engineer reviewed the TSP for a JPA and followed the guidelines?

SUPPLEMENTAL SPECIFICATIONS

Are there Supplemental Specifications Packages?

Is the Supplemental in proper order – (SP's, Dev, SS, & Appendix) by Section/Article order?

Was the Supplemental Specification Package reviewed for completeness and accuracy and is it documented? (Were correct page numbers referenced, and specification names correct?)

Did the EOR sign and seal the Supplemental Specifications Package after the review for the proper specifications and appendices?