

- 1) Schedule the Pre-Spec Meeting according to the project schedule. Typically, the Pre-Spec Meeting occurs 3 weeks prior to the Production/PS&E Submittal date. A Pre-Spec Meeting *is required* for each Phase 52/Construction project.
- 2) The purpose of the Pre-Spec Meeting is to discuss critical dates, to discuss the PS&E Submittal process and requirements, and discuss any applicable lessons learned. The Pre-Spec Meeting helps the Project Manager identify potential issues with the submittal, so that the issues can be addressed prior to the scheduled Production/PS&E date. For projects that include structures, the anticipated Work Class requirements will also be discussed (reference [FAC 14-022.003](#)).
- 3) The following should be invited to the Pre-Spec Meeting:
D5-PreSpecMeeting@dot.state.fl.us
FDOT PM
Consultant PM, if applicable
FDOT Utility Coordinator, if there is UWHC or FGT
- 4) Pre-Spec meetings typically last about 30 minutes, but 1 hour is usually scheduled
- 5) Pre-Spec meetings can be face to face or via teleconference
- 6) The following items should be available at (or prior) to the Pre-Spec Meeting:
 - Contract File Index, reference [FDM Form 131-B](#) (Note, this includes Contract Time Memo)
 - Plans
 - Responses to the last comments from the PS&E office
 - Applicable Developmental, Modified, or Technical special provisions
 - Complete and up to date pay items and quantities in the estimating system
 - Project Edit Report (clean, without errors; and including Structures header info, if applicable)

Attach these items to the meeting invitation, once available. **If it's anticipated that any one of these items will not be available by the time of the Pre-Spec Meeting, contact the District PS&E Engineer** to discuss whether your meeting needs to be rescheduled (potentially triggering changes to the project schedule).