

This guidance provides the Project Manager and Designer information on preparing approval requests for Specifications/Special Provisions. It describes the process and includes specific items to review, include, and verify prior to submitting a Specification Submittal for review.

## Developmental Specifications (DEVs)

### *Request/Approval*

1. Request use of developmental specifications from District 5 (D5) Specifications Office ([D5-SpecPhase@dot.state.fl.us](mailto:D5-SpecPhase@dot.state.fl.us)) with the following information included:
  - a. All Financial Project Identification (FPID) Numbers affected.
  - b. Brief project description.
  - c. Name of DEV being requested.
  - d. Letting Date.
  - e. State Road.
  - f. Brief project specific justification/explanation for this DEV Approval Request.
  - g. Key sheet and Plans sheet(s) that call out the design requested.
2. When requesting DEV 714 and Dev 976 GCPM, please follow the additional instructions in the following document [GCPM Material Design Comments ALL Requests.pdf \(sharepoint.com\)](#).
3. D5 Specifications Office will coordinate with Central Office Specifications to review and provide final approval/disapproval.
4. If approved, D5 Specifications Office will provide the Consultant with the applicable Word document(s), and D5 Estimates Office will provide any associated pay item information.

## Modified Special Provisions (MSPs)

### *Development*

1. Request Word documents from D5 Specifications Office ([D5-SpecPhase@dot.state.fl.us](mailto:D5-SpecPhase@dot.state.fl.us)) with the following information included:
  - a. Specification Sections needed to modify (i.e. Section 633 - Communication Cable).
  - b. Brief justification for the intended modifications.
  - c. FPID Number.
  - d. Letting Date.
  - e. If MSP is for Proprietary Products, include approved Proprietary Product Certification for review.
2. D5 Specifications Office will provide:
  - a. Most recent blank MSP Approval Request Form.
  - b. Word documents for all requested Sections based on the Letting Date provided.
  - c. Basic instructions for developing and submitting MSPs.
3. Follow instructions provided to develop and submit MSPs for review and approval. Be sure to follow all formatting guidelines found in the Style Guide for Formatting Specifications ([Manual Template \(windows.net\)](#)).



## *Request / Approval*

1. Request approval of MSP by emailing correctly formatted MSPs in Word (not PDF) to D5 Specifications Office ([D5-SpecPhase@dot.state.fl.us](mailto:D5-SpecPhase@dot.state.fl.us)). D5 Specifications Office will coordinate with Central Office Specifications to complete technical discipline review and approval of MSPs.
2. Any comments received from Central Office Specifications will be forwarded to the FDOT PM with a request for response. D5 Specifications Office will coordinate with the FDOT PM and with Central Office Specifications until all comments are resolved.
3. D5 Specifications Office will send approval email to the FDOT PM with the approved MSP version attached for use in the project Specification Package.
4. The approved MSP should be inserted numerically into the Specification Package and a signed and sealed version should be uploaded into PSEE Supporting Documents.
5. If applicable, the D5 Estimates Office will request from Central Office to open any special pay items.

## Technical Special Provisions (TSPs)

### *Request / Approval*

1. Request approval of TSP by emailing D5 Specifications Office ([D5-SpecPhase@dot.state.fl.us](mailto:D5-SpecPhase@dot.state.fl.us)) the TSP draft and the technical reviewer approval(s).
2. D5 Specifications Office will coordinate with General Counsel for review and approval of TSPs.
3. Any comments received from General Counsel will be forwarded to the FDOT PM with a request for response. D5 Specifications Office will coordinate with the FDOT PM and with General Counsel until all comments are resolved.
4. D5 Specifications Office will send approval email to the FDOT PM with the approved TSP version attached.
5. D5 Estimates Office will request from Central Office to open any special pay items.
6. The approved TSP Section and Title should be included in the Appendices portion of the Specification Package by listing it on the Technical Special Provision page of the Package using capital letters and style "Heading2" so it automatically will populate on the Table of Contents. The TSP in its entirety is not to be included in the Specification Package.
7. The approved TSP should be signed and sealed and uploaded into PSEE PS&E Submittal Documents using the CADD Manual 8.4 as a reference for the naming standard.

### Helpful Links:

- FDOT Specification Guidance: [Specification Guidance \(fdot.gov\)](https://www.fdot.gov/specification-guidance)
- Specifications Handbook: [specshandbk-12-2022.pdf \(windows.net\)](https://www.fdot.gov/specshandbk-12-2022.pdf)
- Style Guide for Formatting Specifications: [Manual Template \(windows.net\)](https://www.fdot.gov/manual-template)
- District 5 Pre-Spec Meeting to Letting Website [Pre-Spec Meeting to Letting \(fdot.gov\)](https://www.fdot.gov/pre-spec-meeting-to-letting)