

Florida Department of Transportation



Specifications Handbook

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SECTION 1- INTRODUCTION

1-1 GENERAL

This Handbook provides guidance in the preparation of Specifications Packages and describes their various components. This Handbook shall be used in conjunction with Specifications Package Preparation Procedure Topic Number 630-010-005 .

1-2 QUALITY CONTROL PLAN

Each District shall have a written set of activities designed to ensure that all Specifications Packages and Supplemental Specifications Packages are produced to the highest level of quality.

Consultants preparing Specifications Packages for the Department shall prepare a Quality Control Plan meeting the requirements of this Handbook.

SECTION 2 – SPECIFICATIONS PACKAGE

2-1 GENERAL

The process for preparing a Specifications Package is a progression of identifying, comparing, resolving, and compiling. Two individuals, an initial reviewer and final reviewer, independently review the project plans and files and identify the applicable Supplemental Specifications and Special Provisions in the Workbook and the need for a Developmental Specification, Technical Special Provision, or Modified Special Provision. These two individuals then compare the results of their review and resolve any differences. Once all issues have been resolved, the Specifications Package is compiled, reviewed, and signed and sealed by the Engineer of Record.

2-2 SPECIFICATIONS PACKAGE FILE

Create a file to maintain the individual documents and correspondence that will be used to prepare the Specifications Packages and Supplemental Specifications Packages.

2-3 PRE-CHECK

Review the project plans and files along with the applicable implemented Specifications early in the design development process to determine if the Specifications address the needs of the project or if a Modified Special Provision, Developmental Specification, or Technical Special Provision is needed.

Modified Special Provision (MSP). Use a MSP if an implemented Specification does not adequately address the needs of the project. Coordinate with the District Specifications Office to edit the Specification, and submit the modified version to the District Specifications Office for their review and approval. Upon District approval, the MSP will be submitted to the State Specifications Engineer for approval to use as a project specific Special Provision. Do not use plan notes to modify an implemented Specification.

Developmental Specification. Use a Developmental Specification if the Department wants to try a new process, procedure, or material on a project. The District Specifications Office will submit a request to use a Developmental Specification on a project to the State Specifications Office using SharePoint: <http://cosp.dot.state.fl.us/sites/stateengineer/ProgMgmt/SpecDevel/Lists/Developmentals/AllItemsView.aspx>

Technical Special Provision (TSP). Use a TSP if an implemented Division II or III Specification does not address or cannot be modified to address the needs of the project. Coordinate with the District Specifications Office to determine if a TSP is needed. If a TSP is needed, prepare in accordance with Section 3 of this

handbook and submit to the District Specifications Office for review. Avoid plan notes and do not use a TSP to override an implemented Standard Specification, Supplemental Specification, Special Provision or Developmental Specification.

2-4 INITIAL REVIEW

The initial reviewer will:

Check the plans and specifications package files to ensure all information necessary to prepare a complete Specifications Package is included. Information typically includes:

- Permit notices from the District Office responsible for permit coordination,
- Utility/Railroad Agreements or memos from the District Utility and Rail Offices,
- Contract time from the District Construction Office,
- Special limitations of operation from the District Construction Office,
- Modified Special Provisions with approval as needed,
- Developmental Specifications with approval as needed,
- Technical Special Provisions with approval as needed.

Review the Plans, specifications package file, and Workbook to determine that all proposed work is covered by an approved Specification, to ensure all issues have been addressed, and to verify the Plans do not conflict with the Specifications.

Identify the Specifications to be compiled into the Specifications Package based on the project needs and Usage Notes. Provide insert information in Special Provisions as required.

2-5 FINAL REVIEW

The final reviewer will independently perform the tasks of the Initial Review. The initial reviewer and final reviewer will compare results, resolve any conflicts and outstanding issues, and ensure all information is complete.

2-6 SPECIFICATION PACKAGE ASSEMBLY

The initial reviewer, final reviewer, or Engineer of Record (EOR) will compile the Specifications Package using the web application Specs on the Web.

2-7 QUALITY CONTROL REVIEW

The Specifications Package will be reviewed in accordance with the Quality Control Plan to verify all applicable Specifications are included, insert information is properly entered, and the package is complete.

2-8 LEGAL REVIEW

Individual Supplemental Specifications or Special Provisions in the Specifications Package compiled from the implemented Workbook that have not been modified do not require a review by the Office of General Counsel.

All modifications to implemented Specifications (Modified Special Provisions) must be reviewed by the Office of General Counsel. The State Specifications Office will coordinate these reviews.

All Technical Special Provisions must be reviewed by the Office of General Counsel. The District Specifications Office will coordinate these reviews.

2-9 SIGNING AND SEALING

The Engineer of Record will review the Specifications Package, sign and seal, and submit to the appropriate Department office. Rule 61G15-23.004, Florida Administrative Code (F.A.C) provides two options for the digital sealing of electronically transmitted engineering documents. Spec's on the Web, and the sample TSP cover sheet included in this handbook have been formatted using the option to use a digitally created seal. If the Engineer of Record does not wish to use a digitally created seal, the language accompanying the signature must be revised by the EOR to comply with the Rule.

2-10 DISTRICT QUALITY CONTROL CHECK

The District Specifications Office will check the Specifications Package for completeness and accuracy in accordance with the District Quality Control Plan prior to the PS&E submittal to the State Program Management Office or the District Contracts Office.

2-11 REISSUED SPECIFICATIONS PACKAGE

Prepare a Reissued Specifications Package when a project is being re-advertised. Update the Reissued Specifications Package to the current Workbook, if applicable. Prepare the Reissued Specifications Package in accordance with the requirements of this handbook except use the word "REISSUED" preceding the Specifications Package date.

2-12 SUPPLEMENTAL SPECIFICATIONS PACKAGE

Prepare a Supplemental Specifications Package when it becomes necessary to revise either the Specifications Package or a previous Supplemental Specifications Package once it has been submitted to and accepted by the State Program Management Office or the District Contracts Office. Prepare the Supplemental Specifications Package in accordance with the requirements of this handbook.

SECTION 3 – TECHNICAL SPECIAL PROVISIONS

3-1 GENERAL

Identify the need for a Technical Special Provision (TSP) as early as possible in the design development of the project and coordinate with the District Specifications Office as outlined in 2-2 of this handbook. The process of developing a TSP should parallel the process of developing the Plans.

3-2 DEVELOPMENT AND FORMAT

A TSP must complement the Plans, Specifications, and other Contract Documents and not create any conflicts. A TSP must describe the work to be performed, identify the material requirements, describe the construction or installation requirements, and state how the item will be measured and paid. All TSPs are project specific so any previous TSPs used as references should be reviewed in detail before incorporation.

Comply with the below list of Dos and Don'ts:

- Do use performance criteria
- Don't use statements such as, "if a conflict exists, the more stringent requirement prevails."
- Don't direct the Contractor's means and methods
- Do use TSP's to address aspects of the work not covered by existing Specifications
- Don't use TSP's to override or modify implemented Specifications
- Don't use TSP's to alter or circumvent Developmental Specifications
- Don't use sketches, pictures or drawings in a TSP
- Don't reference the Approved Products List.
- Don't specify a Contractor's warranty or increase the time period of a standard manufacturer's warranty.
- Do specify standard manufacturer warranties, transferable to the Department at final acceptance.
- Don't require bidders to submit documents (such as experience requirements) or information with the bid that may imply that the bid will be rejected without them.
- Don't include cost estimates, summary of quantities, traffic control phasing, work schedules, or names of suppliers.
- Don't specify a patented or proprietary product or process with the term "or equal."
- Do provide District Design Engineer or FHWA approval if a sole source patented or proprietary product or process is required. Refer to the Guidance for Approval of Proprietary Products on the State Program Management Office website and the Construction Program Guide- Patented and Proprietary Products on the FHWA website at the following URLs:

<http://www.fhwa.dot.gov/construction/cqit/proprietary.cfm>
Guidance for Approval of Proprietary Products
<http://www.fdot.gov/programmanagement/PackagePreparation/WritingAids/Default.shtm>

TSP's should be prepared using AASHTO format in accordance with Procedure Topic No. 630-010-001 Specification Development:

- Description
- Materials
- Construction Requirements
- Method of Measurement
- Basis of Payment

A Style Guide for Specifications and Specifications Format Template are available on the State Specifications and Estimates Office website at the following URL:

<http://www.fdot.gov/programmanagement/PackagePreparation/WritingAids/Default.shtm>

Use the following guidelines for formatting TSPs:

- Provide a "T" preceding the Section, article or subarticle.
- Provide a table of contents for TSPs over 15 pages. A table of contents is recommended for TSPs over 10 pages.
- Number all pages consecutively with the signed and sealed cover sheet as page 1 of x. Do not use page numbering such as "10 A". Add an additional page number when the TSP is inserted to reflect the consecutive numbering within the Specifications Package.
- Provide definitions at the beginning of the TSP, if needed, and indicate these definitions apply only to the TSP and not to any other Contract Documents. Review the definitions in Article 1-3 of the implemented Specifications before including any definitions in the TSP.
- Provide a signed and sealed cover sheet for each TSP prepared as shown in 3-5. Do not provide company logos or headings on the cover sheet.
- Refer to the Standard Specifications, Supplemental Specifications, or Special Provisions as "the Specifications". Refer to another portion of the TSP as "this Technical Special Provision."
- Use the term "Engineer" when referring to the Department or Department's representative. Do not use references such as Geotechnical Engineer or similar.
- Provide Method of Measurement and Basis of Payment sections in each TSP, even when using lump sum pay items or on lump sum projects.
- While the style and format of TSP's should follow this format as much as practical, common exceptions to this standard are TSP's prepared for architectural structures such as rest areas and traffic monitoring centers. These TSP's are typically prepared using the American Institute of

Architects (AIA) MasterSpec format. Conversion of these TSP's to AASHTO format is usually impractical.

3-3 UTILITY WORK

Define the utility work in the Plans and Specifications when the utility work is to be performed pursuant to a Utility Work by Highway Contractor (UWHC) Agreement with the Department. Specifications from the utility owner may be incorporated as TSPs to define the utility work. Only include the technical aspects of the utility work not addressed by FDOT Specifications.

Do not include any language resembling Division I General Covenants and Requirements or construction work that is covered by the Department's Specifications. Ensure the Specifications received from the utility owner mesh with the other parts of the Plans and Specifications and do not re-define terms currently defined in Article 1-3 of the Standard Specifications such as, "the Engineer". As stated above for architectural work, Utility Work by Highway Contractor TSPs are often developed using AIA Master Spec format, converting these TSPs to AASHTO format is usually impractical.

- Ensure the TSP and utility plans are consistent with the UWHC Agreement or approved Utility Permit.
- Do not refer to the UWHC Agreement or approved Utility Permit in the TSP.
- Do not use the word "abandoned" for utilities not in service. Use "out of service" instead.
- Do not replace the "Engineer" with a utility representative. The Engineer has authority to administer the Department's contract but, utility representatives may provide technical assistance to the Engineer. Alternate language may be "the Engineer, in conjunction with a utility representative," if needed.
- Do not provide a list of required or suggested utility contractors, but provide reasonable objective qualifications that are required for utility contractors and their employees.
- Do not use a preferred list of vendors or products if the costs for utility work are reimbursable by the Department. The utility owner must provide justification to the Department if there is a legitimate concern for compatibility requiring specific products to be stated in the TSP. Early discussions with the utility owner are required to ensure the needs of both parties to the agreement are satisfied.
- A list of required vendors or products may be used if the costs for utility work are non-reimbursable. Contact the State Specifications Office prior to use.
- If the TSP for utility work is prepared by an internal employee of the Utility Agency/Owner, the TSP for the utility work does not require signing and sealing.

3-4 DISTRICT OFFICE RESPONSIBILITIES

The District Specifications Office shall review all TSPs for compliance with Department requirements for format and potential conflicts with the Plans and Specifications. The review shall be performed in accordance with the District Quality Control Plan. The District Program Management Office shall coordinate legal review with the Office of General Counsel.

3-5 CENTRAL OFFICE RESPONSIBILITIES

The State Program Management Office may assist the districts with the review or coordinating the review of a TSP when requested. The State Program Management Office will perform post-letting reviews and maintain a list of TSPs to track usage. The State Specifications Office will coordinate the review and approval of all MSPs.

3-6 SAMPLE TSP COVER SHEET

TECHNICAL SPECIAL PROVISION

FOR

FINANCIAL PROJECT ID: _____-__-__-__

This item has been digitally signed and sealed by _____ on the date adjacent to the seal. Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.

Date: _____
Fla. License No.:: _____
Firm Name: _____
Firm Address: _____
City, State, Zipcode: _____
Certificate of Authorization: _____
Pages: _____

SECTION 4 – DESIGN-BUILD PROJECTS

Specification packages for Design-Build projects are developed using the implemented Specifications applicable for the date the Cost Proposals are due (letting).

The Division I Specifications are developed using a boilerplate provided by the State Specifications Office posted on the web at the following url:
<http://www.fdot.gov/programmanagement/Implemented/DesignBuild/Default.shtm>

Certain Special Provisions that may be applicable for Design-Build projects are also posted on the web site and may be inserted into the boilerplate as necessary. The completed boilerplate document is attached to the RFP along with any Developmental or Modified Special Provisions required by the Department.

The Division II and III Specifications are required to be incorporated into Specifications Package to be stamped “Released for Construction” prior to the Contractor beginning work.

Any changes to the Specifications Package that are within the scope of the original work will be added by Supplemental Specifications Package. Any changes to the Specifications Package that are outside of the original scope of work will be added by Construction Supplemental Agreement.

More information regarding Design-Build may be found on the Construction web site:
<http://www.fdot.gov/construction/DesignBuild/Design-Build.shtm>

SECTION 5 – TRAINING

5-1 GENERAL

Consultant EOR's shall complete training in the preparation of Specifications Packages. The course, "Consultant Specification Package Preparation Training" must be completed by consultant EOR's prior to being allowed to sign and seal Specification Packages for FDOT projects. This course may be delivered face-to-face or via electronic format. Upon completion, this course is not required to be retaken. A link to the "Consultant Specification Package Preparation Training" is below:

<http://www.fdot.gov/programmanagement/PackagePreparation/Default.shtm>

Upon completion of the "Consultant Specification Package Preparation Training", consultant EOR's must take the online "Specifications Package Preparation Recertification CBT" every 5 years to maintain eligibility to sign and seal Department Specifications Packages. Upon completion of the Recertification CBT, consultant EOR's must send a copy of the Course Completion form to the State Specifications Engineer. A link to the online Recertification CBT is below:

<http://wbt.dot.state.fl.us/ois/SpecPackCBT/index.htm>

5-2 DISTRICT OFFICE RESPONSIBILITIES

District Program Management personnel shall verify that consultant EOR's are listed on the Specifications Training Consultant List, maintained on the Central Office Specifications Sharepoint Site at:

<http://cosp.dot.state.fl.us/sites/stateengineer/ProgMgmt/SpecDevel/SitePages/Home.aspx>

5-3 CENTRAL OFFICE RESPONSIBILITIES

Central Office Program Management personnel shall prepare and conduct the "Consultant Specification Package Preparation Training" shall maintain the "Specifications Package Preparation Recertification CBT" and shall maintain the Specifications Training Consultant List. Central Office Program Management personnel shall also maintain the Spec's on the Web User Guide available for download at:

<http://www.fdot.gov/programmanagement/PackagePreparation/Default.shtm>