



Florida Department of Transportation

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OFFICE OF DESIGN BULLETIN 25-03

(FHWA Approved: 7/24/25)

DATE: July 28, 2025

TO: District Directors of Transportation Operations, District Directors of Transportation Development, District Design Engineers, District Construction Engineers, District Maintenance Engineers, District Pavement Engineers, District Consultant Project Management Engineers, District Structures Design Engineers, District Roadway Design Engineers, District Geotechnical Engineers, District Traffic Operations Engineers, District Program Management Engineers, District Drainage Engineers, District Materials Engineers, District Specifications Engineers, District Estimates Engineers, District Safety Engineers, District Safety Administrators

FROM: Will Potter, P.E., Director, Office of Design

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SUBJECT: ***Mandatory Specification Revision No. 1 – FY 2025-26 Workbook***

This bulletin announces Mandatory Specification Revision No. 1 (shown in ‘Attachment A’) for lettings beginning October 2025 through June 2026. Article 4-3 “Alteration of Plans or of Character of Work” has been expanded to add a new Subarticle 4-3.10 “Voluntary Acceleration”. This change allows a contractor to request voluntary acceleration of a construction project, subject to the Department’s approval. If the contractor successfully completes the project ahead of schedule, they will be eligible to receive shared cost savings.

Specification Number	Heading	Revision Date	Effective Letting Date	Remarks
SS0040310	Scope of the Work - Voluntary Acceleration	7-17-25	10-25	All Conventional Design Bid-Build Construction Jobs

ATTACHMENT 'A'

SCOPE OF THE WORK - VOLUNTARY ACCELERATION
(REV 7-17-25)(FA 7-24-25)

ARTICLE 4-3 is expanded by the following new Subarticle:

4-3.10 Voluntary Acceleration: For contracts with an original Contract Time of 180 calendar days or more, the Contractor may submit a written request to the Engineer to expedite construction. The goal is to minimize inconvenience to the traveling public and reduce construction duration by voluntarily accelerating construction to achieve final acceptance ahead of the original Contract Time. Voluntary acceleration proposals may be submitted to the Department for review and approval at any time prior to 90 percent completion of the Contract. Upon submittal of the written proposal, the percentage of completion used to determine an eligible Contract Time Savings percentage will be based on the percentage paid on the Contract amount, as processed in the most recent monthly estimate. Acceptance of the proposal is at the sole discretion of the Department. Contract Time Savings is defined as the difference between the Contract Time and the number of calendar days elapsed when final acceptance is achieved in accordance with 5-11. The maximum percentage of Contract Time Savings that is shared will be dependent upon the Contract Percentage of Completion, as defined below:

Contract Percentage of Completion	Percent of eligible Contract Time Savings (PECT)
0% to 50% complete	100%
Greater than 50% to 70% complete	75%
Greater than 70% to 90% complete	50%

Upon approval of a proposal, the Contract Time, as of the date of written approval by the Department, will be reduced by 5 percent. A Supplemental Agreement will formalize this reduction and define the revised Contract Time. The payment amount established in the Supplemental Agreement shall be based on the anticipated days of acceleration, submitted by the Contractor and accepted by the Department, and applied to the calculation. Calculations shall use the following formulas:

$$\text{CTS (Contract Time Savings, days)} = \text{Contract Time} - \text{Total Contract Days Used at Final Acceptance}$$

$$\text{Shared Savings} = (\text{CTS} \times \text{PECT}) \times [\text{CEI Daily Burn Rate}^* + (\text{D} \times \text{SF})]$$

Where D = Average Overhead per Day as defined by Specification 4-3.2.1

* The CEI Daily Burn Rate is to be determined by the Department.

Table 4-2 Contract Time Savings and Savings Factor	
Percent of Time Savings (Contract Time Savings/Original Contract Time)	Savings Factor (SF)
5% to 15%	0.50
Greater than 15% to 30%	0.65
Greater than 30% to 50%	0.80
More than 50%	0.95

The Contract Time used in these calculations will include all adjustments made in accordance with 8-7. Payment will be made after final acceptance in accordance with 5-11. This payment is not considered an incentive, but rather a reflection of savings from reduced CEI costs and benefits to the traveling public for early completion.