

# Modified Special Provision (MSP) Approval Process

## Overview

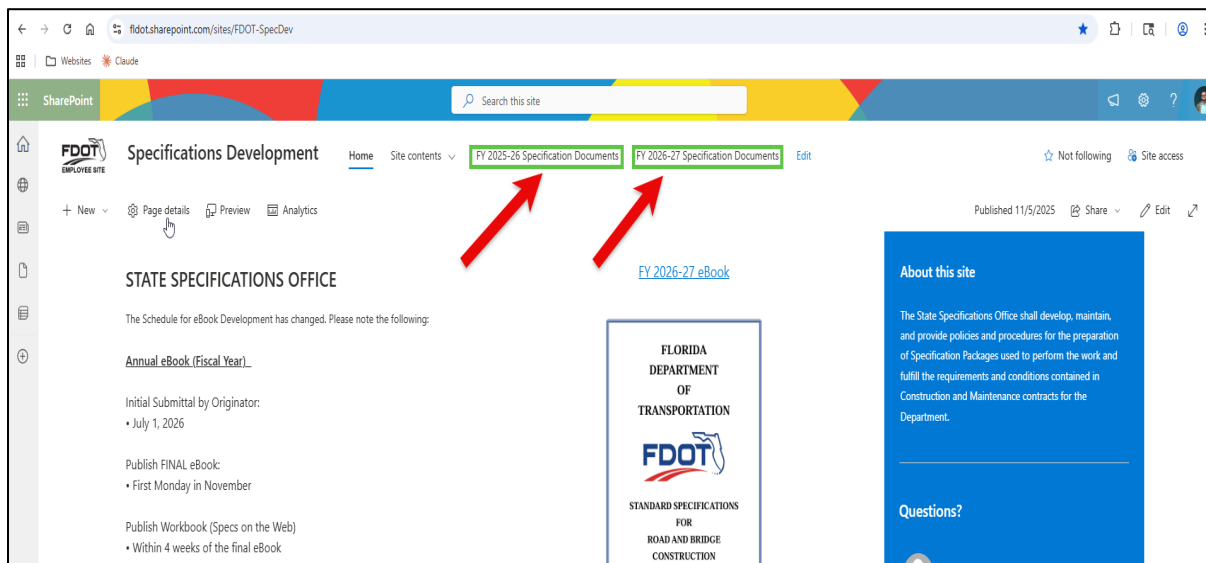
When the Engineer of Record (EOR) determines that a Modified Special Provision (MSP) is necessary for a project, the following steps must be completed to obtain approval from the Department's Specifications Office in Central Office.

## Step 1: Download the Appropriate Specification

Obtain the correct document from the District Specifications Office. The District will download a clean copy of the specification appropriate for your project cycle from the Specifications Office SharePoint site:

**SharePoint Link:** <https://fldot.sharepoint.com/sites/FDOT-SpecDev>

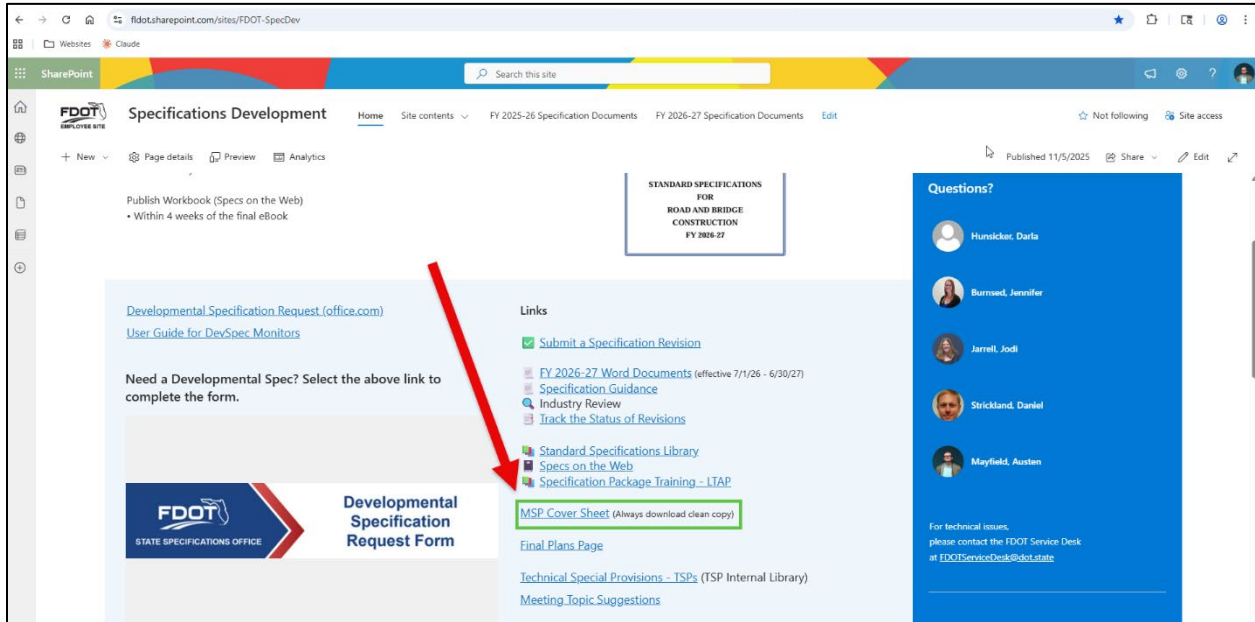
Navigate to the specifications section and select the correct specification version that corresponds to your project cycle.



## Step 2: Download the MSP Cover Sheet

Obtain the MSP Cover Sheet from the District Specifications Office. The District will download a clean copy of the MSP Cover Sheet from the Specifications Office SharePoint site.

The cover sheet template is available in the same SharePoint location and includes pre-formatted styles for proper MSP documentation.



## Step 3: Complete the MSP Using Proper Formatting

Using the MSP Cover Sheet template, complete the specification language with the following requirements:

### Formatting Requirements

- **Use Pre-Applied Styles:** Apply the proper styles that are included in the MSP Cover Sheet template
- **Track All Changes:** Enable Track Changes and document all modifications to the original specification language
- **Follow Style Guidelines:** Reference the style ribbon on the right side of the document for proper formatting

### Style Categories

The following style categories should be used (color-coded in the template):

- Title – Heading 2

- Revision Date - Dates
- Lead in sentence – Lead in sentence
- Article - Article
- Subarticle – Body text + Bold
- Normal Specification Language – Body Text
- Pay Items – Pay Items

**Note:** Examples of properly formatted MSPs are provided in the cover sheet template for reference.



The image displays a Word document with several MSP (Master Specification Paragraph) examples and a Styles pane on the right. Red arrows point to specific formatting elements in the document.

**Document Content:**

- Section header: **CONCRETE GUTTER, CURB ELEMENTS, AND TRAFFIC SEPARATOR** (highlighted in grey)
- Revision date: (REV 08-05-25) (highlighted in red)
- Article text: ARTICLE 520-2 is deleted and the following substituted. (highlighted in purple)
- Section header: **520-2 Materials** (highlighted in yellow)
- Item 1: **520-2.1 Concrete:** Use concrete meeting the requirements of Section 347 or 346, as shown in the plans. (highlighted in green)
- Item 2: **520-2.2 Reinforcement:** For all steel reinforcement required by the Plans, meet the requirements of Section 415.
- Item 3: **520-2.3 Joint Materials:** Meet the requirements of Section 932.
- Item 4: **520-2.4 Toll Header Curb Concrete:** Use concrete meeting the requirements of Section 346, Class II.
- Item 5: **520-2 Curing Materials:** Meet the requirements of Section 925. ~~The Engineer will allow clean sand and sawdust for certain curing, when and as specified. Use products listed on the Department's Approved Product List (APL) for use of Class IV Concrete.~~ (highlighted in blue)
- Article text: ARTICLE 520-5 is deleted and the following substituted.
- Section header: **520-5 Placing Concrete** (highlighted in yellow)
- Text: Place the concrete in the forms, and tamp and spade it to prevent honeycombing, and until the top of the structure can be floated smooth and the edges rounded to the radius shown in the Plans. For Class IV Concrete, meet the requirements of Section 400-7.
- Section header: **SUBARTICLE 520-7.1** is deleted and the following substituted.
- Item 1: **520-7.1 Repair of Minor Defects:** Remove the forms ~~when the minimum time (7 days for Class IV Concrete) or the minimum compressive strength (3300 psi for Class IV Concrete) specified in Table 400-2 is achieved, within 24 hours~~ after placing the concrete, and then fill

**Styles Pane (Right):**

- Article (highlighted in yellow)
- Block Text
- Body Text (highlighted in blue)
- Body Text + 11 pt
- Body Text + 11 pt, Bold
- Body Text + After: 8 pt
- Body Text + After: 90 pt
- Body Text + Bold (highlighted in green)
- Body Text + First
- Body Text Indent
- Bold
- Bold, Left: 0", Hanging: 0.13"
- Bold, Underline
- Book Title
- Centered, After: 18 pt, Line spacing: single
- Dates (highlighted in red)
- Default
- Definition
- Division
- FollowedHyperlink
- Footer
- Groups
- Header
- Heading 1
- Heading 2 (highlighted in blue)
- Heading 3
- Heading 8
- Heading 9
- Hyperlink
- Italic
- Lead In Sentence (highlighted in purple)
- Left: 0", Hanging: 0.13"

<p>* 520-9-Backfilling and Compaction.¶</p> <p>→ After the concrete has set sufficiently, <u>or the form has been removed, whichever is later, but not later than three days after pouring</u>, refill the spaces in front and back of the curb to the required elevation with suitable material. Place and thoroughly compact the material in layers not thicker than 6 inches.¶</p> <p>¶</p> <p>SUBARTICLE 520-12.3 is deleted and the following substituted.¶</p> <p>→ 520-12.3-Payment Items: Payment will be made under.¶</p> <p>Item No. 520-1- → Concrete Curb and Gutter - per foot.¶</p> <p>→ → Item No. 520-1-110 → Concrete Curb and Gutter, Type F with Class IV Concrete.¶</p> <p>→ → - per foot.¶</p> <p>¶</p>	<p>Heading 3 ¶</p> <p>Heading 8 ¶</p> <p>Heading 9 ¶</p> <p>Hyperlink a</p> <p>Italic a</p> <p>Lead in Sentence ¶</p> <p>Left: 0", Hanging: 0.13" ¶</p> <p>Left: 1.5", First line: 0.5", After: 0 pt, Line spacing: ... ¶</p> <p>Normal ¶</p> <p>Page Number a</p> <p>Pay Item/Pay Unit ¶</p> <p>Pay Item/Pay Unit Title ¶</p> <p>PayItem ¶</p> <p>Section 102 ¶</p>									
<p>→ Pedestrian hybrid beacon assemblies must meet the physical and operational requirements of the MUTCD. The cabinet, signals, controller, pedestrian detectors, and other traffic control devices used to create a pedestrian hybrid beacon assembly must be listed on the APL.¶</p> <table border="1" data-bbox="277 722 841 835"> <thead> <tr> <th>Product</th> <th>APL #</th> <th>Location</th> </tr> </thead> <tbody> <tr> <td>SC315-G rectangular Rapid Flashing Beacon</td> <td>654-001-013</td> <td>As shown in the Plans</td> </tr> <tr> <td>Model: SC315-G</td> <td></td> <td></td> </tr> </tbody> </table> <p>¶</p>	Product	APL #	Location	SC315-G rectangular Rapid Flashing Beacon	654-001-013	As shown in the Plans	Model: SC315-G			<p>After: 6 pt ¶</p> <p>Article ¶</p> <p>Block Text ¶</p> <p>Body Text ¶</p> <p>Body Text + 11 pt a</p> <p>Body Text + 11 pt, Bold a</p> <p>Body Text + After: 8 pt ¶</p> <p>Body Text + After: 90 pt ¶</p> <p>Body Text + Bold a</p>
Product	APL #	Location								
SC315-G rectangular Rapid Flashing Beacon	654-001-013	As shown in the Plans								
Model: SC315-G										

## Step 4: Submit for Review and Approval

### Submission Process

1. Submit the completed MSP to the District Office
2. The District Office forwards the MSP to Central Office for technical review
3. Technical experts review the submission (typically 1-2 weeks)

### Possible Outcomes

**Approval:** The State Specifications Engineer approves the MSP and returns it to the District Office

**Revision Required:** Comments from technical experts are returned to the District Office, and the EOR must make necessary corrections before resubmitting for approval

## Important Reminders

- Always start with a clean specification copy for each project cycle
- Ensure Track Changes is enabled before making any modifications
- Follow the style guide provided in the MSP Cover Sheet

- Allow adequate time for the 1-2 week review process when planning project schedules

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*For questions or additional guidance, contact the Specifications Office in Central Office.*