

# Modified Special Provision (MSP) Approval Process

## Overview

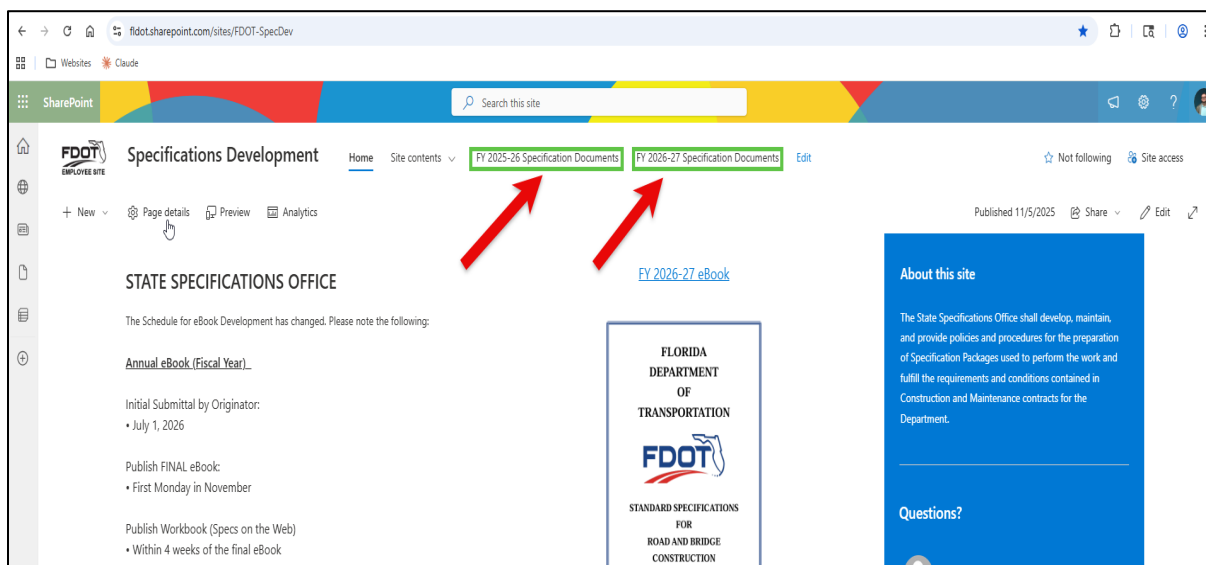
When the Engineer of Record (EOR) determines that a Modified Special Provision (MSP) is necessary for a project, the following steps must be completed to obtain approval from the Department's Specifications Office in Central Office.

## 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>

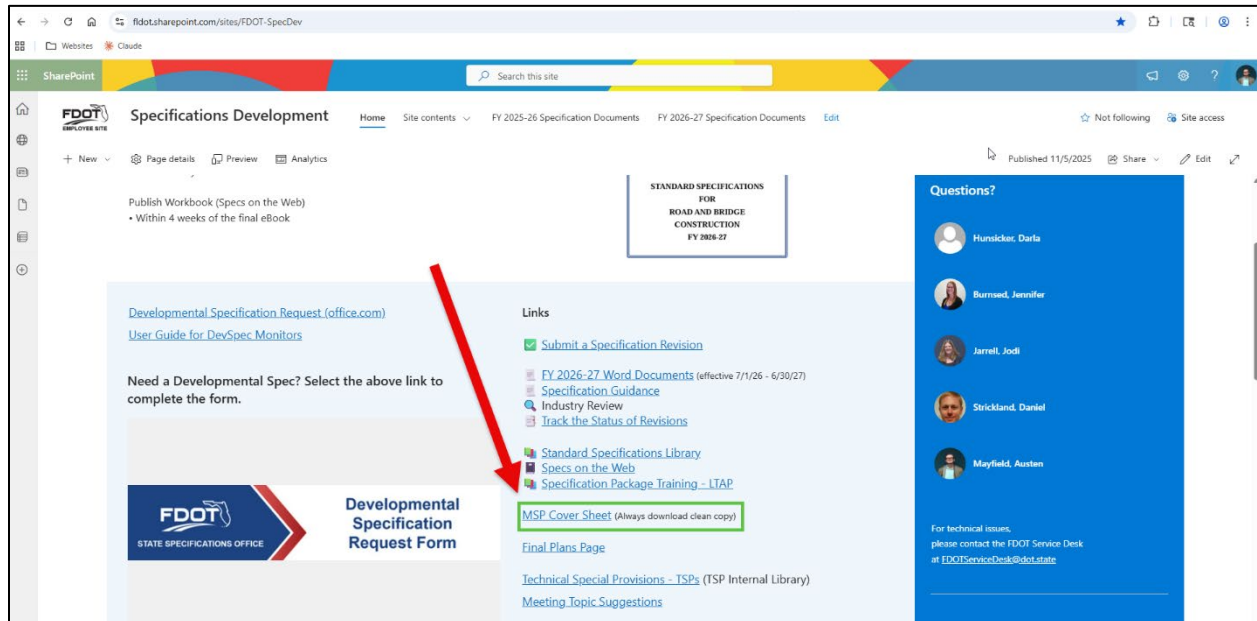
Navigate to the specifications section and select the correct specification version that corresponds to your project cycle.



## 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

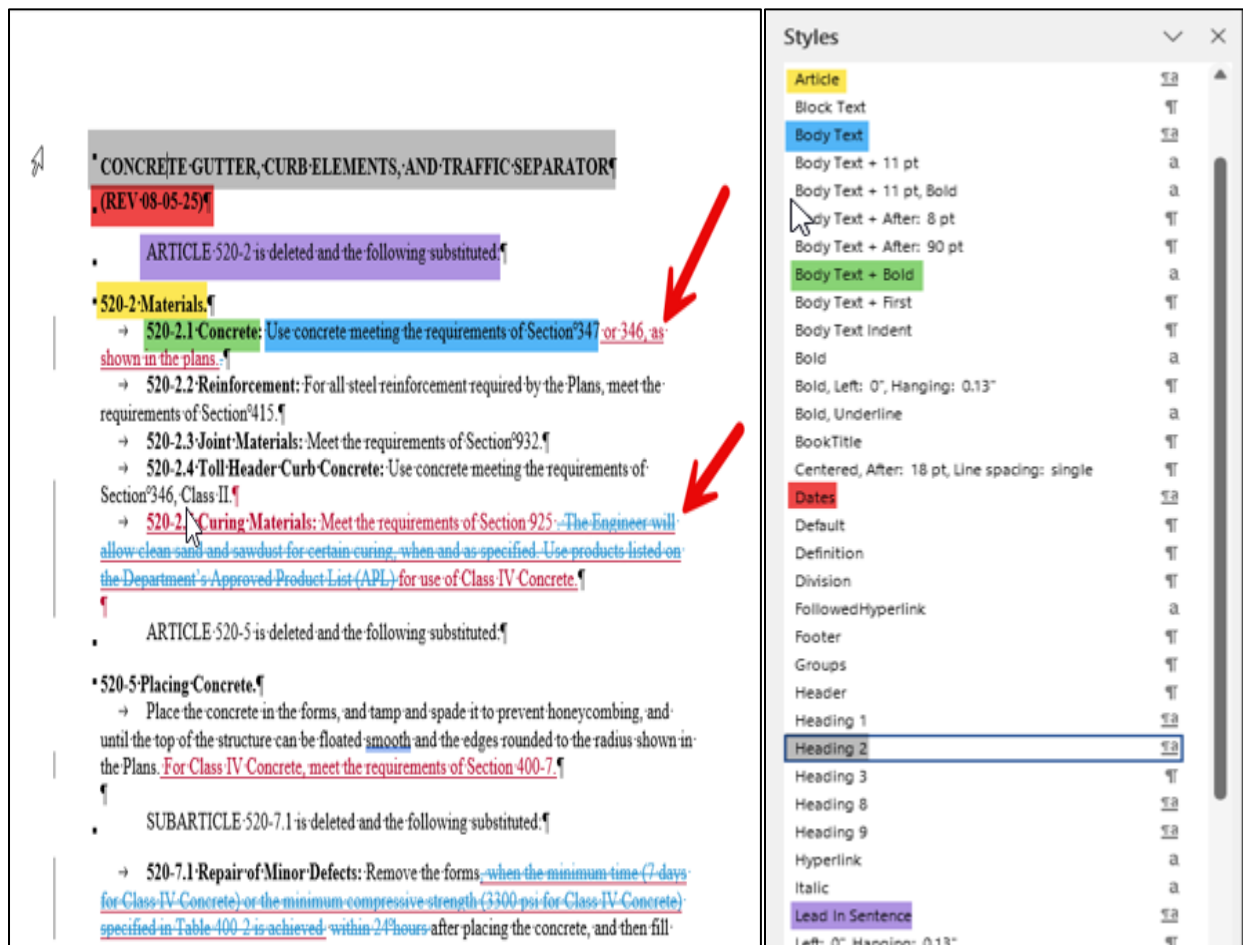
### Style Categories

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.



#### • 520-9-Backfilling and Compaction.¶

→ After the concrete has set sufficiently, or the form has been removed, whichever is later, but not later than three days after pouring, 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.¶

SUBARTICLE 520-12.3 is deleted and the following substituted:¶

→ 520-12.3 Payment Items: Payment will be made under:¶

Item No. 520-1- → Concrete Curb and Gutter - per foot.¶

→ → Item No. 520-1-110 → Concrete Curb and Gutter, Type F with Class IV Concrete ¶

→ → - per foot.¶

¶

→ 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.¶

Product¶	APL #¶	Location¶
SC315-G rectangular Rapid Flashing Beacon¶	654-001-013¶	As shown in the Plans.¶
Model: SC315-G¶		

Heading 3

Heading 8

Heading 9

Hyperlink

Italic

Lead in Sentence

Left: 0", Hanging: 0.13"

Left: 1.5", First line: 0.5", After: 0 pt, Line spacing: ...

Normal

Page Number

Pay Item/Pay Unit

Pay Item/Pay Unit Title

PayItem

Section 102

After: 6 pt

Article

Block Text

Body Text

Body Text + 11 pt

Body Text + 11 pt, Bold

Body Text + After: 8 pt

Body Text + After: 90 pt

Body Text + Bold

## 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.*