

Approved:

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Department of Transportation

## **SPECIFICATION DEVELOPMENT**

### **PURPOSE:**

To provide standard procedures for the development and implementation of new or modified specifications. This procedure includes the submittal, review, approval, distribution, and implementation.

### **AUTHORITY:**

Sections 20.23(3)(a) and 334.048(3), Florida Statutes (F.S.)

### **REFERENCES:**

Section 334.044(10), F.S.  
Basis of Estimates, Procedure No. 600-000-002  
Standard Specifications for Road and Bridge Construction

### **SCOPE:**

The Federal Highway Administration (FHWA), contracting industry, material supplier, or any affected Department of Transportation (Department) employee may request revisions to the ***Standard Specifications for Road and Bridge Construction***, Special Provisions, or Supplemental Specifications. District Specification Offices must request approval to use Developmental Specifications. Each of these proposed changes are hereinafter referred to as a proposed specification revision. Individuals not employed by the Department or FHWA must have a Department sponsor who submits and supports the proposed specification revision.

### **DEFINITIONS:**

**Mandatory Specification Revision:** A specification revision that is required due to

changes in Federal Regulations, State Statutes, Rules, safety improvements, technological changes, or omissions and implemented on a time critical schedule, effective with a specific letting month and year.

**Minor Specification Revision:** A specification revision to provide clarification, typographical corrections, grammatical corrections, or arrangement improvements. Minor revisions do not change the substance of the original language.

**Special Provisions:** Specific clauses adopted by the Department that add to or revise the **Standard Specifications** or **Supplemental Specifications**, setting forth conditions varying from or in addition to the **Standard Specifications** or **Supplemental Specifications** applicable to a specific project or a specific set of conditions.

**Standard Specifications:** “**Standard Specifications for Road and Bridge Construction**”, an electronic book, applicable to all Department contracts containing adopted requirements, setting out or relating to the method or manner of performing work, or to the quantity and quality of materials and labor.

**Supplemental Specifications:** Approved additions and revisions to the **Standard Specifications**, generally applicable to all Department contracts or having statewide application.

## 1. INITIATION

**1.1** To initiate a proposed specification revision, the originator contacts the State Program Management Office and requests an electronic copy of the most recently adopted version of the specification to be revised. The originator shall prepare the proposed specification revision using Microsoft Word with track changes set to strike through text to be deleted/revised and underline proposed text. If a new specification is proposed, use the **Standard Specifications** as a formatting guide. Division II Construction Details must be written in active voice and cover or reference all the following standard American Association of State Highway Transportation Officials (AASHTO) format topics:

- (a) Description
- (b) Materials
- (c) Construction Requirements
- (d) Method of Measurement
- (e) Basis of Payment

**1.2** The originator shall provide completed Proposed Specification Origination form, and any supporting information as appropriate with the proposed specification revision in a format provided by the State Specifications Office. This information

must include:

- (a) A brief statement describing the need for the revision.
- (b) Industry or Department contacts providing information on the issue.
- (c) Recommended usage notes describing conditions under which the specification would be used.
- (d) The expected fiscal impact that will result if this revision is implemented.

**1.3** If new pay items are required with the proposed specification revision or additional pay items are required for an existing specification, the originator shall request pay items in accordance with ***Basis of Estimates Manual, Topic No. 600-000-002.***

**1.4** All portions of the specifications impacted by the proposed revision must be identified and modified as necessary. If changes to other Department documents are necessary, the originator shall identify the changes and coordinate with all impacted offices.

## **2. SUBMITTAL AND INITIAL REVIEW**

**2.1** The originator shall submit the proposed specification revision, a completed Proposed Specification Origination form, and documentation to the State Specifications Engineer.

**2.2** The State Specifications Engineer will evaluate the proposed specification revision with input from appropriate Department Offices, such as Design, Construction, Maintenance, Traffic Operations, Materials, and General Counsel. Based on input, the proposed specification revision will be approved for further processing, rejected or returned to the originator for editing.

**2.3** The State Specifications Engineer will establish the effective implementation schedule. For Minor or Mandatory Specification Revisions, circulation and review is not required prior to implementation.

## **3. REVIEW AND EDIT**

**3.1** The State Program Management Office will review and rewrite the proposed specification, as necessary, to ensure proper format and language. The State Program Management Office will circulate and track the revision through implementation or rejection. The State Program Management Office is not responsible for the accuracy of technical content but will assist the originator when requested.

- 3.2** When the draft is completed, the State Program Management Office will return the proposed specification to the originator for final review. This is commonly referred to as the 'Draft to Originator'.
- 3.3** The originator shall note any necessary changes, and return the final draft to the State Program Management Office.
- 3.4** The State Program Management Office will then submit the proposed specification to appropriate Department Offices, such as Design, Construction, Maintenance, Traffic Operations, Materials, and General Counsel for review and comment. Comments, if any, are to be returned within one week unless specified otherwise. This is commonly referred to as 'Internal Review'. Except for Maintenance Supplemental Specifications, the proposed revision is provided to the Florida Transportation Builders Association (FTBA) for informational purposes only.

#### **4. CIRCULATION and REVIEW**

- 4.1** Except for Minor or Mandatory Specification Revisions, upon approval by the State Specifications Engineer, the State Program Management Office will electronically post the proposed specification revisions to the State Program Management Office website for review.

Except for Maintenance specification revisions, an email notification will be sent to the following Department offices and organizations.

- (a) Chief Engineer – Central Office
- (b) Construction – Central Office
- (c) Design (Roadway, Structures, Production Support, Surveying and Mapping, Project Review, and Engineering CADD Systems) – Central Office
- (d) Estimates and Product Evaluation – Central Office
- (e) General Counsel – Central Office
- (f) Traffic Operations – Central Office
- (g) Maintenance – Central Office
- (h) Environmental Management Office – Central Office
- (i) State Materials Office
- (j) Contracts – Central Office
- (k) Work Program – Central Office
- (l) Comptroller – Central Office
- (m) District Directors of Transportation (Operations, Development and Support)
- (n) District Engineers and Administrators (Specifications, Design, Estimates, Construction, Materials, Pavement Management, Structures, Consultant Project Management, Traffic Operations and Maintenance)
- (o) Chief Counsel of each District Office

- (p) Federal Highway Administration
- (q) Florida Transportation Builders Association
- (r) Asphalt Contractors Association of Florida
- (s) Engineering Contractors Association of South Florida
- (t) Florida Prestressed Concrete Association
- (u) The Asphalt Institute
- (v) Florida Concrete and Products Association
- (w) **American Traffic Safety Services Association (FL)**
- (x) Florida Institute of Consulting Engineers
- (y) Treated Wood Council
- (z) Underground Utility Contractors of Florida
- (aa) American Composites Manufacturing Association

Review by those organizations in paragraphs q-aa is commonly referred to as 'Industry Review'.

**4.2** For Maintenance specification revisions, an email notification will be sent to the following Department offices.

- (a) Maintenance - Central Office
- (b) Estimates and Product Evaluation – Central Office
- (c) Contracts – Central Office
- (d) State Materials Office
- (e) General Counsel – Central Office
- (f) District Directors of Transportation Operations
- (g) District Maintenance Engineers and Administrators
- (h) District Maintenance Contract Engineers and Administrators
- (i) Chief Counsel of each District Office

**4.3** For reviews applicable to 4.1 and 4.2, comments will be accepted by the State Specifications Engineer for four weeks starting on the date of memorandum.

**4.4** At the end of the four-week review period, the State Program Management Office will collect and consolidate the comments, place them on the Program Management Office website, and send them to the originator for review and response. The originator will review and respond to the compiled comments electronically and simultaneously make any necessary changes to the proposed specification revision, and return the revision along with the electronic summary of comment responses to the State Specifications Engineer within two weeks of receipt from the State Program Management Office.

**4.5** The State Program Management Office will publish the responses on the State Program Management Office website within three business days.

## **5. IMPLEMENTATION**

- 5.1** After the review and comment period ends and revisions have been prepared and submitted by the originator, the State Specifications Engineer will review the final version of the proposed specification revision and will recommend either implementation as a ***Special Provision***, as a ***Supplemental Specification***, or is rejected.
- 5.2** If, due to time critical circumstances, the State Specifications Engineer determines that a proposed specification revision does not require FHWA approval prior to implementation, it will be implemented as a Special Provision. The Special Provision will be signed and sealed by the State Specifications Engineer and included in the next workbook (unless an earlier letting month and year is designated) for use in compiling Specifications Packages.

## **6. SUBMITTAL TO FHWA**

- 6.1** Proposed specifications and/or existing Special Provisions typically require FHWA approval prior to implementation. The State Program Management Office will submit it to FHWA for review and approval in its final format and language under the signature of the State Specifications Engineer.
- 6.2** If FHWA requests a change to a proposed specification revision, the Department will repeat the review process, as appropriate.
- 6.3** When approved by FHWA, the State Specifications Engineer will implement the revision, coordinating with other offices as necessary. The new Supplemental Specification or Special Provision will be signed and sealed by the State Specifications Engineer and included in the next workbook (unless an earlier letting month and year is designated) for use in compiling Specifications Packages.

## **7. INDUSTRY UPDATE**

The State Program Management Office will meet regularly with Industry to discuss proposed specification revisions that have been entered into the review process. The State Program Management Office will consider industry recommendations and advise industry on the status of implementation of any of the specification revisions. The originator may be invited to attend an industry meeting to respond to any questions or comments on the proposed specification revision. Industry recommendations to the Department are advisory only.

## **8. TRAINING**

There is no training associated with this procedure.

## **9. FORMS**

None required.