

Approved:

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Department of Transportation

SPECIFICATIONS PACKAGE PREPARATION

PURPOSE:

To establish a standard operating procedure for the preparation of Specification Packages for projects let by the Florida Department of Transportation (Department).

AUTHORITY:

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

REFERENCES

Section 471.025, F.S.
Rule 61G15-23, Florida Administrative Code (F.A.C.)
Specifications Handbook
Plans Preparation Manual, Volume I, 625-000-007, Volume II, 625-000-008
Specification Development Procedure, 630-010-001

SCOPE:

This Procedure affects the following offices: Office of the General Counsel, State and District Design Offices, District Estimates Offices, District Specifications Offices, Federal Aid Office, State and District Construction Offices, State Program Management Office, Contracts Administration Office, State and District Maintenance Offices, and Federal Highway Administration.

GENERAL:

The State Program Management Office shall develop, maintain, and provide policies and procedures for the preparation of Specification Packages used to perform the work and fulfill the requirements and conditions contained in construction and maintenance contracts for the Department.

The District Specifications Office and the District Maintenance Office shall be responsible for the coordination of all activities related to the preparation of signed and sealed Specifications Packages on all projects.

For those projects designed by consultants and for in-house designed projects with specifications packages prepared by consultants, the consultant Engineer of Record shall prepare, sign and seal the specifications packages. The consultant Engineer of Record (EOR) must have successfully completed mandatory training in specifications package preparation. Consultants other than the EOR should complete the specifications package preparation training.

A ***Specifications Handbook*** is available from the State Program Management Office as a supplement to this procedure to assist districts and consulting firms in preparing specifications packages and supplemental specifications packages. This procedure has cross references to specific sections of the ***Specifications Handbook***. The ***Specifications Handbook*** is located on the State Program Management website:

<http://www.dot.state.fl.us/programmanagement/>

DEFINITIONS:

Addendum: An addition or revision to the Specifications Package after the package is advertised, but before the contract is let.

Appendices: Documents appended to and made a part of the Specifications Package, providing pertinent special conditions and supporting documentation specific to the project. These may include Technical Special Provisions and other applicable documents.

Developmental Specifications: Specifications developed around a new process, procedure, or material approved for limited use by the State Program Management Office. These specifications are signed and sealed in accordance with ***Chapters 471, 481 Part I, or 481 Part II, F.S.*** by the individual responsible for authorizing their use and monitoring their performance in the field.

District Specifications Engineer/Manager: The individual who supervises the operations of the District Specifications Office and is a liaison to consultants preparing Specifications Packages.

District Specifications Training Coordinator: The individual assigned by the District Specifications Engineer/Manager to train district personnel in the preparation of Specifications Packages.

Engineer of Record (EOR): The professional engineer who signs, dates, and seals the Specifications Package in accordance with ***Section 471.025, F.S.*** and ***Rule 61G15-23, F.A.C.***

Specifications Handbook: A document prepared by the State Program Management Office to be used in the preparation of Specifications Packages.

Legal Review: The Office of the General Counsel reviews the Specifications to verify conformance with applicable law and to protect the Department from potential liability.

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.

Modified Special Provision (MSP): A specification, prepared, signed, and sealed in accordance with **Chapters 471, 481 Part I, or 481 Part II, F.S.**, that revises an implemented specification (Standard Specification, Supplemental Specification, or Special Provision) to address a project specific need and is approved for use by the State Specifications Engineer.

Quality Control Plan: A comprehensive, well-defined, written set of procedures and activities designed to ensure that all Specifications Packages and Supplemental Specifications Packages are produced to the highest level of quality.

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 additional to the **Standard Specifications** or Supplemental Specifications applicable to a specific project or a specific set of conditions.

Specifications Package: The document signed and sealed by the EOR prepared for inclusion in the Contract Documents and comprised of the following components as they apply:

- (1) Cover Page,
- (2) Special Provisions (includes Modified Special Provisions), in numerical order according to section, article or subarticle of the **Standard Specifications**,
- (3) Developmental Specifications, in numerical order,
- (4) Supplemental Specifications, in numerical order,
- (5) Appendices.

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.

Supplemental Specifications Package: A signed and sealed document reflecting changes to a previously signed and sealed Specifications Package and issued prior to the bid opening.

Technical Special Provisions (TSPs): Specifications of a technical nature, prepared, signed, and sealed in accordance with **Chapters 471, 481 Par I, or 481 Part II, F.S.**, that are made part of the Contract as an attachment to the Contract Documents. TSPs describe work that is not covered by the implemented specifications and are included as Appendices in a Specifications Package.

Workbook: Adopted modifications to the implemented specifications issued for statewide implementation. The **Workbook** is used for the preparation of Specifications Packages and is updated and issued every six months by the State Program Management Office.

1. DISTRICT RESPONSIBILITIES

1.1 Maintain a District Specifications Office consisting of the District Specifications Engineer/Manager and staff. The staff shall consist of a minimum of two employees. Provide a District Maintenance Contracts Coordinator to monitor Maintenance contracts.

1.2 Ensure that a Specifications Package is prepared for every Contract. Verify that the consultant EOR, if applicable, for the package has completed the Specifications Package Preparation Training.

1.3 Ensure that the proper **Workbook** and all Mandatory Specification Revisions issued by the State Program Management Office are included in Specification Packages in accordance with **Section 2** of the **Specifications Handbook**.

1.4 Create and maintain a tracking system in accordance with **Section 2** of the **Specifications Handbook**.

1.5 Respond to questions from consultants preparing Specifications Packages.

1.6 Establish and implement a Quality Control (QC) Plan and review system in accordance with the **Specifications Handbook** for all Specifications Packages.

1.7 Submit all MSPs proposed for use in the Specifications Package for review and approval by the State Specifications Engineer prior to use.

1.8 Submit all requests to use Developmental Specifications in the Specifications Package to the State Specifications Office for review and approval by the monitor prior to use.

1.9 Arrange for and confirm Legal Review of in accordance with **Section 2-7** of the **Specifications Handbook**.

1.10 Ensure that all TSPs are prepared in accordance with **Section 3** of the **Specifications Handbook**.

1.11 For Construction contracts, ensure that Supplemental Specification Packages are prepared in accordance with the **Specifications Handbook** for any required changes to the Specifications Package.

For Maintenance contracts, the District Maintenance Contracts will coordinate any changes to Maintenance Specifications with the District Contracts Office by revisions to the package prior to advertisement or by processing an addendum after advertisement and prior to letting.

1.12 Ensure that all revisions requiring plan or specification changes are completed according to procedure.

2. CENTRAL OFFICE RESPONSIBILITIES

2.1 Provide policies, procedures, and standards to establish a degree of consistency and uniformity applicable to all districts and those outside interests that deal with the Department on a day-to-day basis. Perform process reviews related to the preparation of Specifications Packages.

2.2 Provide training to the District Specifications staff.

2.3 Provide the District Specification Offices with training and support for the web application used to prepare Specification Packages. This web application called Specs on the Web contains all statewide implemented specification files necessary to prepare a Specification Package.

2.4 Prepare and update the *Specifications Handbook*.

2.5 Provide technical assistance to the districts.

2.6 Review and approve the use of proposed Modified Special Provisions for inclusion within the Specifications Package.

2.7 Coordinate and approve the use of Developmental Specifications for inclusion within the Specifications Package.

2.8 Maintain the list of consultants who have completed the Specifications Package Preparation Training.

2.9 Maintain the list of TSPs to track usage.

3. TRAINING

3.1 The State Program Management Office will provide Specification Package Preparation Training for consulting firms.

3.2 Upon release of each **Workbook**, the State Program Management Office will provide Specification Update Training.

3.3 The District Specifications Training Coordinators will provide training for district personnel as needed for the preparation of Specifications Packages.

4. FORMS

None required.