

Approved:

Effective: March 8, 2019
Review: October 4, 2018
Office: Program Management
Topic No.: 630-010-005-h



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
FDOT Design Manual, 625-000-002
Specification Development Procedure, 630-010-001

STATEMENT OF POLICY:

It is the policy of the Department to establish processes which ensure accurate and consistent contract language for use on road and bridge construction and maintenance projects.

SCOPE:

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

GENERAL:

The State Program Management Office shall develop, maintain, and provide policies and procedures for the preparation of Specification Packages for use in Department construction and maintenance contracts.

District Program Management Offices and the District Maintenance Offices shall be responsible for the coordination of all activities related to the preparation of **Specifications Packages** on all projects.

For projects with Specifications Packages prepared by consultants, the consultant Engineer of Record (EOR) shall prepare, sign and seal the Specifications Package. The EOR must have successfully completed mandatory training in specifications package preparation.

A **Specifications Handbook** is available from the State Program Management Office as a supplement to this procedure to assist in preparing Specifications Packages. The **Specifications Handbook** is located on the State Program Management website:

<http://www.fdot.gov/programmanagement/Default.shtm>

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.

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 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 Program Management Office including a District Specifications Engineer/Manager and staff. Provide a District Maintenance Contracts Coordinator to monitor Maintenance contracts.

1.2 Ensure that a **Specifications Package** is prepared for every Contract.

1.3 Ensure that all Specification Packages are signed and sealed in accordance with Rule 61G15-23 F.A.C. If the Specifications Package is prepared by a consultant EOR, verify the EOR has completed the training required by the Specifications Handbook.

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

1.5 Create and maintain a tracking system in accordance with the **Specifications Handbook**.

1.6 Respond to questions from consultants preparing **Specifications Packages**.

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

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

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

1.10 Arrange for and confirm **Legal Review** of **TSPs** in accordance with the **Specifications Handbook**.

1.11 Ensure that all **TSPs** are prepared in accordance with the **Specifications Handbook**.

1.12 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 Coordinator will coordinate any changes to the Maintenance Special Provisions with the District Contracts Office by revisions to the package prior to advertisement or by processing an addendum after advertisement and prior to letting.

1.13 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 for use in preparing Department **Specifications Packages**.

2.2 Perform Quality Assurance Reviews related to the preparation of **Specifications Packages**.

2.3 Provide training to District Program Management staff related to revisions to the **Standard Specifications**.

2.4 Provide training and support to District Program Management Staff and EORs in the preparation of **Specification Packages**.

2.5 Prepare and update the **Specifications Handbook**.

2.6 Provide technical assistance to the districts.

2.7 Review and approve the use of proposed **Modified Special Provisions** for inclusion within **Specifications Packages**.

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

2.8 Maintain the list of consultants who have completed the Specifications training required by the **Specifications Handbook**.

2.9 Maintain a list of TSPs to track usage.

3. TRAINING

3.1 The State Program Management Office will provide the training required by the Specifications Handbook.

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

4. FORMS

None required.