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## Chapter 24 – Specifications Standards

### CADD Production Criteria Handbook

#### 24.1 GENERAL

Specifications for a particular project shall be prepared in accordance with **Specifications Package Preparation Procedure (Topic Number 630-010-005)** and the **Specifications Handbook** coordinated through the District Specifications Offices and available on the Specifications website:

<http://www.dot.state.fl.us/specificationoffice/PackagePreparation/Default.shtm>

#### 24.2 STANDARD FILE NAMES

The Specification file naming convention for electronic delivery submittals is: 12345678900.pdf, where the full (11 digit) project number is used.

The Supplements file naming convention for electronic delivery submittals is: 12345678900suppX.pdf, where the (full 11 digit) project number is used along with the identifier “supp” and “X” (the sequential numbering of the supplements: 1, 2, 3, etc).

#### 24.3 RESOURCE FILES

Statewide implemented specifications files are distributed by the State Specifications Office through the District Specifications Offices.

#### 24.4 PROFESSIONALS’ ELECTRONIC DATA DELIVERY (PEDDS)

Specifications Packages are created as a single file, electronically signed and sealed with PEDDS in accordance with Chapter 471, Florida Statutes and Rule 61G 15-23.003, F.A.C.

[http://www.leg.state.fl.us/statutes/index.cfm?App\\_mode=Display\\_Index&Title\\_Request=XXXII#TitleXXXII](http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Index&Title_Request=XXXII#TitleXXXII)

#### 24.5 TECHNICAL SPECIAL PROVISIONS – SIGNING AND SEALING

When the use of a Technical Special Provision (TSP) is authorized by the District Specifications Office, it is individually signed and sealed (electronically or manually) and then incorporated into the project’s specifications package. For electronically signed and sealed TSPs, each TSP must be created with a separate signatory and electronically signed and sealed in PEDDs with the electronic statement included on the TSP cover page. When a TSP is manually signed and sealed, it must be scanned in grey scale for seal visibility and no electronic statement is needed.

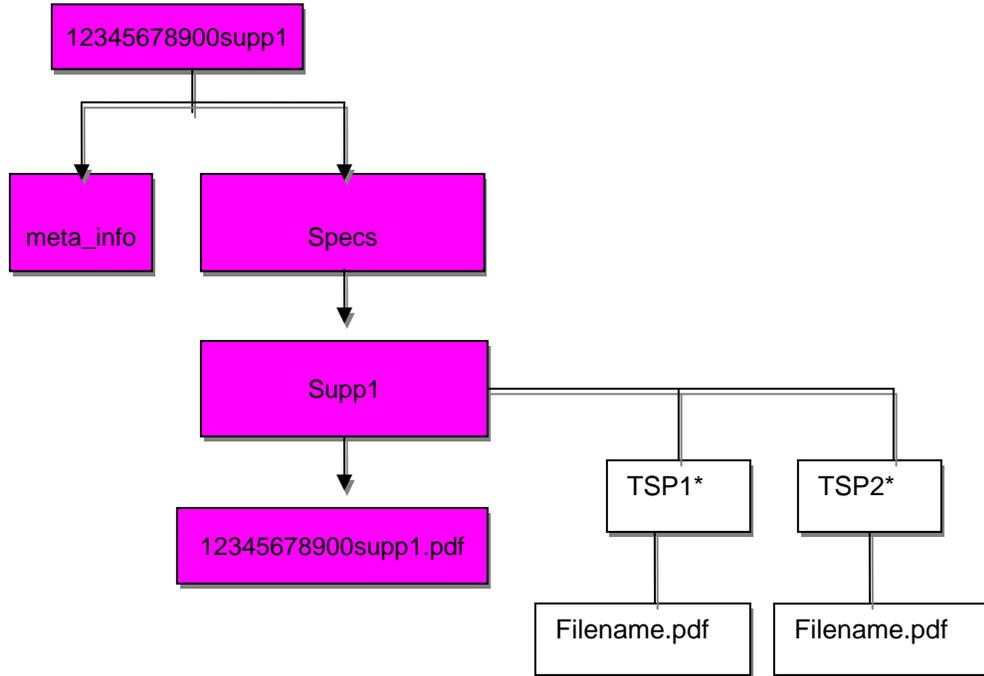
#### 24.6 ELECTRONIC FILE STRUCTURE

- 1) Specifications
- 2) Supplemental Specifications Package
- 3) Technical Special Provisions (TSP)\*

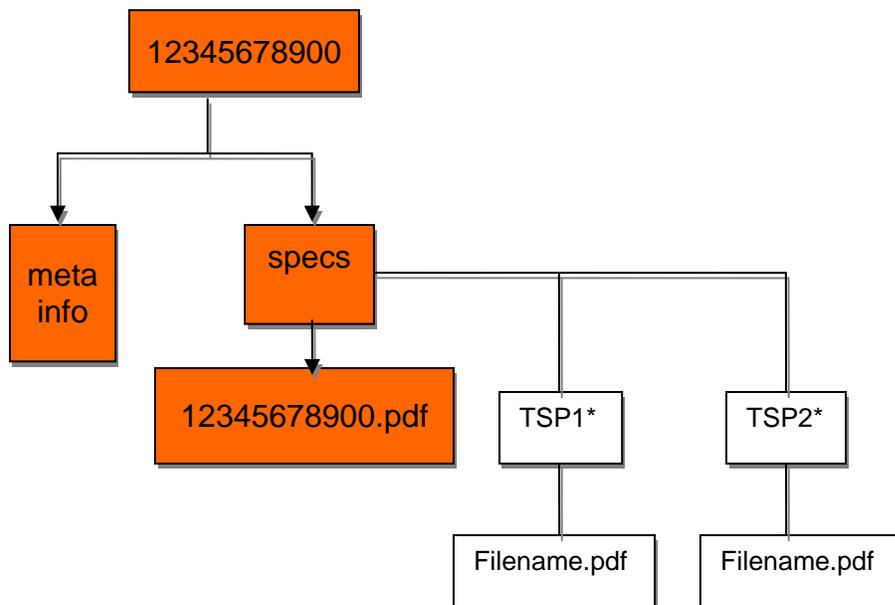
\*This folder is only included in the Project CD, not the Letting CD.

The following page contains figures, which are examples of the current electronic file structure.

### Example of a Supplemental Specifications Package



### Example of a Specifications Package



## 24.7 FORMAT PROCEDURE FOR SPEC-PACKAGE SUBMITTAL ON CD

1. Create the project folder using all eleven digits of **FPID** No. (i.e., 12345678900).
2. Inside the created (project) **FPID** folder, create a **specs** subfolder. This is where the Specifications package file (12345678900.pdf) is placed.
3. Sign and seal Specifications package file (12345678900.pdf) in PEDDS. This places the **meta\_info** subfolder into the **FPID** folder where the **specs** subfolder already resides.
4. For Supplements, continue to use the ORIGINAL **FPID** folder created in Step 1. Delete everything contained in the **specs** subfolder and all signatory files in the **meta\_info** subfolder.
5. Create a **SuppX** subfolder inside the **specs** subfolder. This is where the Supplement package file (12345678900suppX.pdf) is placed.
6. Sign and Seal the Supplement package file (12345678900suppX.pdf) in PEDDS.

**Note: DO NOT** send the entire Specification package again; it will not be accepted. All files on the CD should be in .pdf format and belong in the Specifications package.