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# Chapter 24 - SPECIFICATION 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/specificationsoffice/PackagePreparation/Default.shtm>

### 24.2 STANDARD FILE NAMES

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

The Supplements file naming convention for electronic delivery submittals is: 12345678900supp#.pdf, where the (full 11 digit) financial project ID number is used along with the identifier “supp” and “#” (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 TECHNICAL SPECIAL PROVISIONS – SIGNING AND SEALING

When the use of a Technical Special Provision (TSP) is authorized by the District Specifications Office, the PDF of the TSP file(s) is individually signed and sealed (electronically or manually) and in addition also becomes part of the overall project's specifications package. For electronically signed and sealed TSP's each TSP file(s) 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.

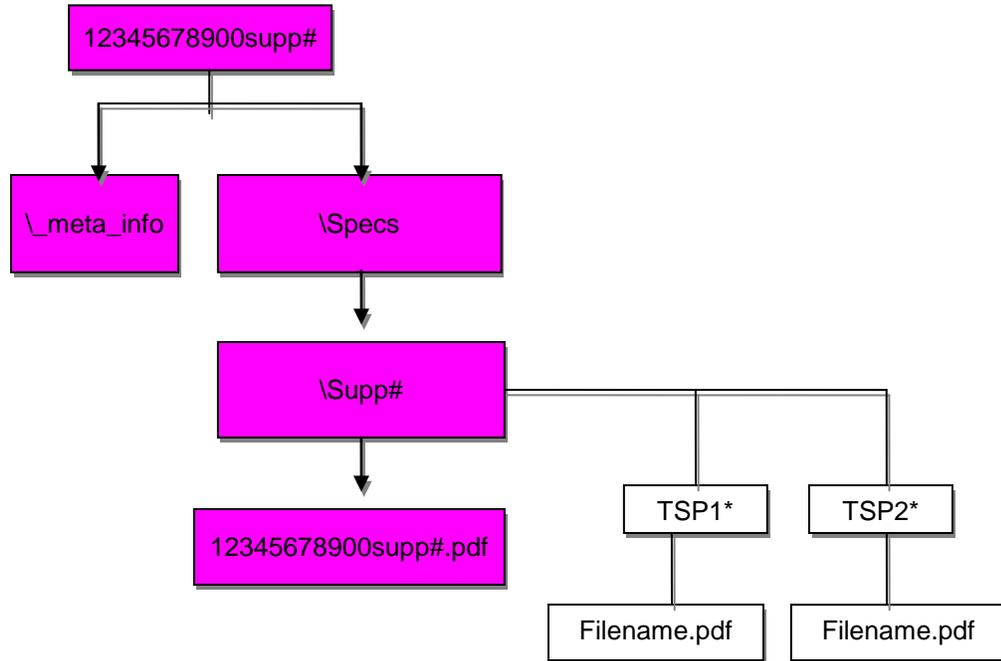
### 24.5 ELECTRONIC FILE STRUCTURE

- Specifications Package Directory Structure
- Supplemental Specifications Package Directory Structure
- Technical Special Provisions (TSP)\*

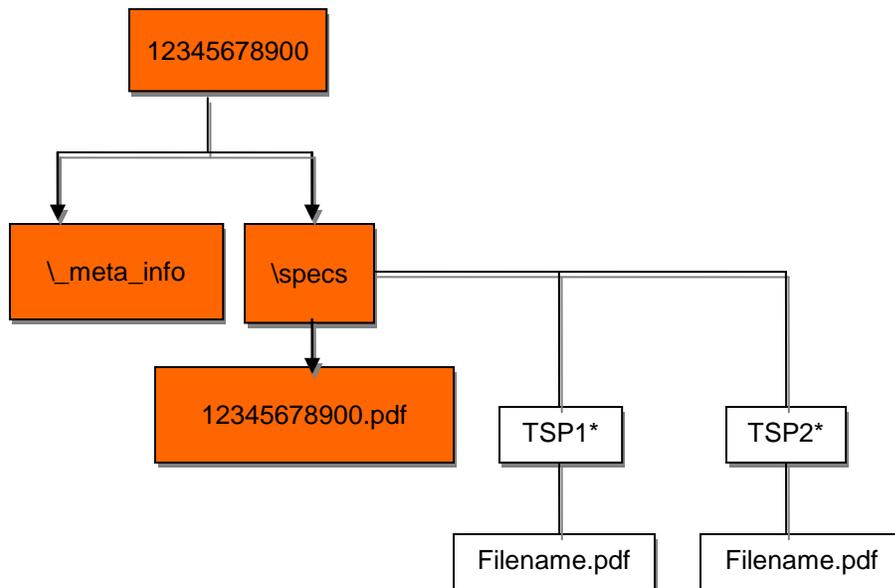
**Note** If a TSP is applicable to the project, then the directory for TSP(s) would apply to both the Project CD and Bid CD data set.

The following page contains figures, which are examples of the current electronic file structure, involving specifications package (or applicable TSP(s)).

### Example of a Supplemental Specifications Package Directory Structure



### Example of a Specifications Package Directory Structure



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

1. Create the project directory using all eleven digits of **FPID** No. (i.e., 12345678900).
2. Inside the created (project) **FPID** directory, create a **\specs** sub-directory. 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** sub-directory into the **FPID** directory where the **\specs** sub-directory already resides.
4. For Supplements, continue to use the ORIGINAL **FPID** directory created in Step 1. Delete everything contained in the **\specs** sub-directory and all signatory files in the **\\_meta\_info** sub-directory.
5. Create a **\Supp#** sub-directory inside the **\specs** sub-directory. This is where the Supplement package file (12345678900supp#.pdf) is placed.
6. Sign and Seal the Supplement package file (12345678900supp#.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.

