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Chapter 24 - SPECIFICATION STANDARDS

CADD Production Criteria Handbook

24.1 GENERAL

Specifications 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 NAMING CONVENTION

24.2.1 CLASSICAL ELECTRONIC DELIVERY

Specification file naming convention for Classical Electronic Delivery submittals is: *fpid.pdf*, where: *fpid* = full (11 digit) Financial Project Identification Number.

Supplement file naming convention for Classical Electronic Delivery submittals is: *fpidSUPP#.pdf*, where:

- *fpid* = full (11 digit) Financial Project Identification Number without dashes,
- SUPP = Identifier
- # = sequential numbering of the supplements: 1, 2, 3, etc.

<i>Original Delivery</i>	<i>Supplement1</i>	<i>Supplement2</i>
<i>fpid.PDF</i>	<i>fpidSUPP1.PDF</i>	<i>fpidSUPP2.PDF</i>

24.2.2 DIGITAL DELIVERY

For Digital Delivery Bid Sets, the Specification files are copied out of the folder structure for delivery on the Bid CD.

Specification file naming convention for Digital Delivery submittals is: *fpid-SPECS[-].pdf*,

where:

- *fpid* = full (11 digit) Financial Project Identification Number without dashes.
- SPECS = item description
- [-] = any additional naming specific to the project (optional)

Supplement file naming convention for Digital Delivery submittals is: *fpid*-SPECS-SUPP##[-].pdf, where:

- *fpid* = full (11 digit) Financial Project Identification Number without dashes,
- SPECS = item description
- SUPP = Identifier
- ## = sequential numbering of the supplements: 01, 02, 03, etc.
- [-] = any additional naming specific to the project (optional)

Original Delivery	Supplement1	Supplement2
<i>fpid</i> -SPECS[-].PDF	<i>fpid</i> -SPECS-SUPP01[-].PDF	<i>fpid</i> -SPECS-SUPP02[-].PDF
<i>fpid</i> -SPECS-TSP[BOE#] [-].PDF	<i>fpid</i> -SPECS-TSP[BOE#]-SUPP01[-].PDF	<i>fpid</i> -SPECS-TSP[BOE#]-SUPP02[-].PDF

Note When a Digital Delivery is performed, the Specification file delivered with the Bid Set is copied to the file name *fpid*SPECS.pdf and this file name does not reside in Specification directory structure shown in Section 24.5.

For example; begin with the *fpid* number, then the item description (SPECS), then supplement number (SUPP##), and finally any naming [-] specific to the project (optional).

This file naming convention allows project files to collate as they are sorted and combined in a single folder. Text, numbers and dashes are allowed. Characters that interfere with operating system path specifications or XML paths must be excluded, such as underline and spaces along with (/ \ . : , < & # >).

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 also becomes part of the overall project’s Specifications package.

For Classical Electronic Delivery each TSP file(s) must be created and separately signed and sealed with an individual signatory using Professionals’ Electronic Data Delivery (PEDDS).

For Digital Delivery certificate based Digital Signature may be used.

In both Classical and Digital Delivery, the TSP must include the electronic statement incorporated 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.

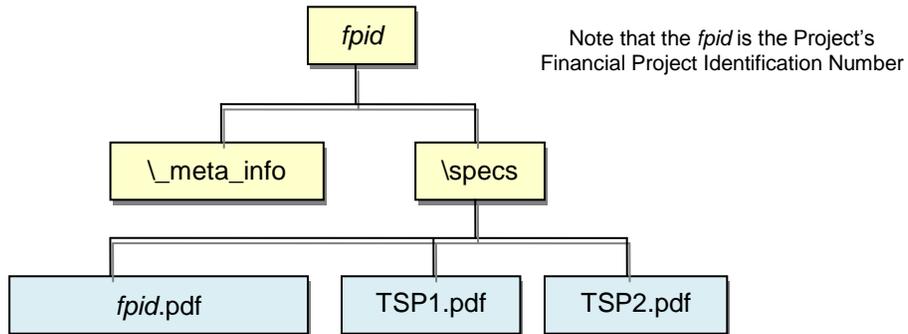
24.5 ELECTRONIC FILE STRUCTURE

- Specifications Directory Structure (Specs only projects)
- Supplemental Specifications Directory Structure (Specs only projects)
- Technical Special Provisions (TSP)*

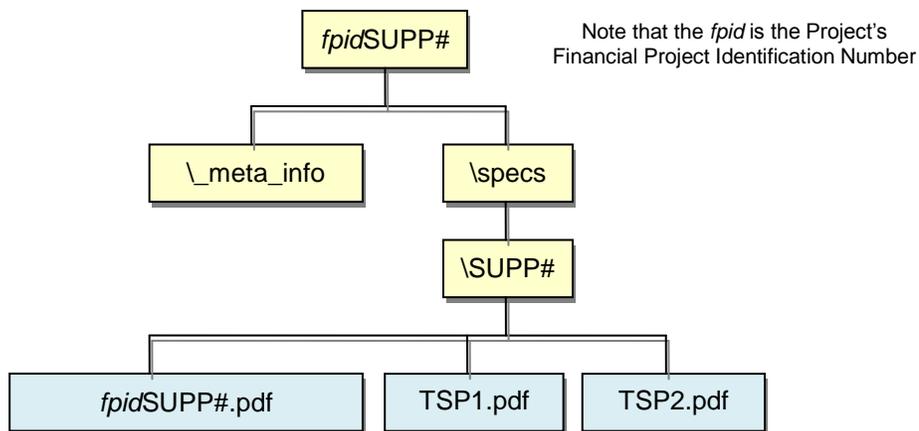
Note If a TSP is applicable to the project, then the directory for TSP(s) would apply to both the Project CD and Bid CD data set. Multiple TSP files may exist in the delivery.

24.5.1 CLASSICAL ELECTRONIC DELIVERY

Example of a Specifications Package Directory Structure

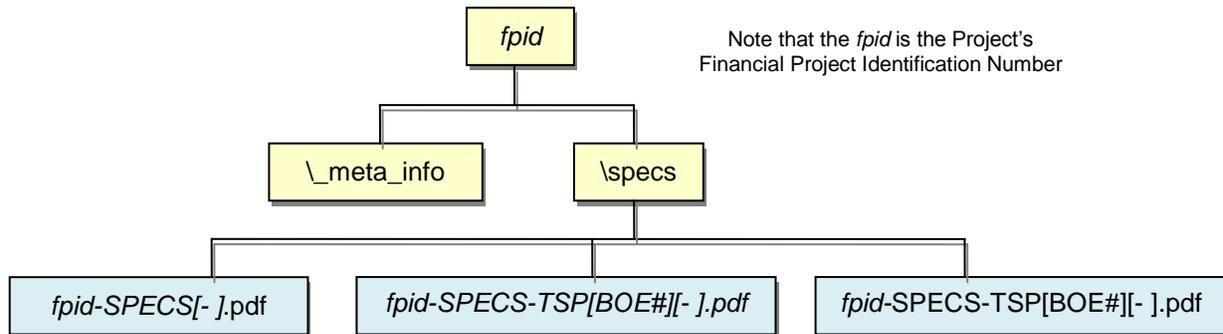


Example of a Supplemental Specifications Package Directory Structure

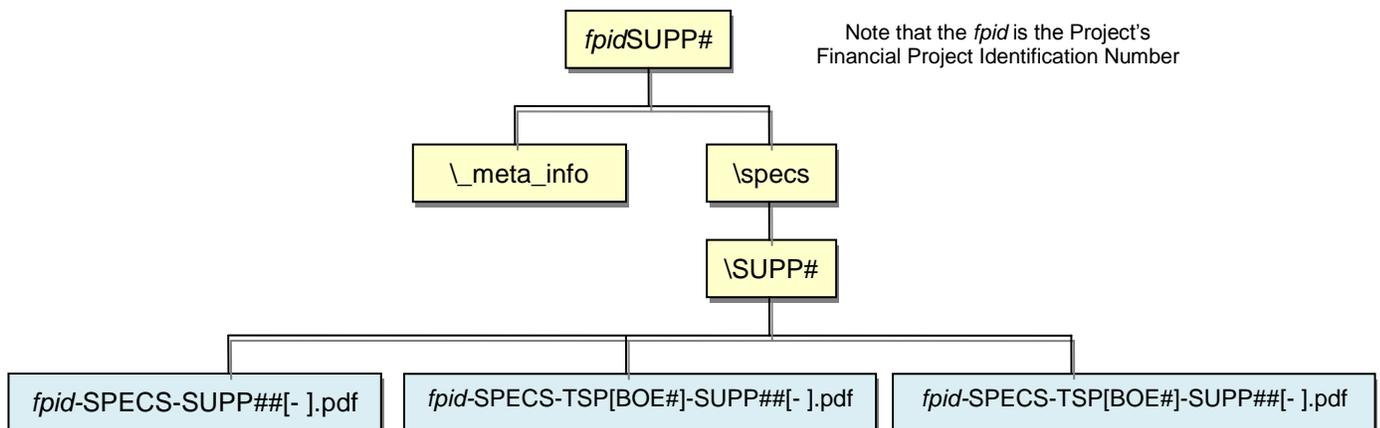


24.5.2 DIGITAL DELIVERY

Example of a Specifications Package Directory Structure



Example of a Supplemental Specifications Package Directory Structure



Note See Chapter 8.5 of this Handbook for more information.

24.6 ADDITIONAL INSTRUCTIONS FOR SPEC-PACKAGE SUBMITTAL

24.6.1 CLASSICAL ELECTRONIC DELIVERY

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 (*fpid.pdf*) is placed.
3. Sign and seal the Specifications package file (*fpid.pdf*) with PEDDS. This utilizes the *_meta_info* sub-directory under the root Project directory (where the *\specs* sub-directory also resides).
4. For Supplements, continue to use the ORIGINAL *\FPID* directory created in Step 1. Delete all files in the *\specs* sub-directory. If PEDDS was used, delete all signatory files in the *_meta_info* sub-directory.
5. For Supplements, create a *\supp#* sub-directory under the *\specs* sub-directory. This is where the Supplement package file (*fpidSUPP#.pdf*) is placed.
6. For Classical Electronic Delivery, sign and seal the Supplement package file (*fpidSUPP#.pdf*) with PEDDS.

Note DO NOT re-submit the entire Specification package for Supplementals.

24.6.2 DIGITAL DELIVERY

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 (*fpid-SPECS[-].pdf*) is placed.
3. Digital Delivery does not use PEDDS and the *_meta_info* sub-directory is not required.
4. For Supplements, continue to use the ORIGINAL *\FPID* directory created in Step 1. Delete all files in the *\specs* sub-directory.
5. For Supplements, create a *\supp#* sub-directory under the *\specs* sub-directory. This is where the Supplement package file (*fpid-SPECS-SUPP###[-].pdf*) is placed.
6. For Digital Delivery, use digital signature to sign and seal the Supplement package file (*fpid-SPECS-SUPP###[-].pdf*).

Note DO NOT re-submit the entire Specification package for Supplementals.

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