



# Specifications 101 for Project Managers

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State Program Management Office

# Specifications 101

- Specifications Basics
  - Specifications Definitions
  - Format
  - Active Voice
  - End Result
- Development of Standard Specifications for Road and Bridge Construction
  - 6 Steps
  - Implementation

# Specifications 101

- Specifications Package Preparation
  - Modified Special Provisions
  - Technical Special Provisions
  - Plan Notes
- Program Management Web Site
- Specs on the Web Application

# Specifications Basics

# Specification Definitions

- **Standard Specifications** – “Standard Specifications for Road and Bridge Construction”
  - The “eBook”
  - Applicable to all Department Contracts
  - Contains adopted requirements for setting out or relating to the method or manner of performing work, or to the quantities and qualities of materials and labor

# Specification Definitions

- **Supplemental Specifications** – Approved additions and revisions to the Standard Specifications and applicable to all Department Contracts
  - Contained in the latter portion of each semi-annual Specifications Workbook, with the SS prefix.
- If we published a new Standard Specifications eBook yesterday, they would probably be in it!!

# Specification Definitions

- ***Developmental Specifications*** – Specifications developed around a new process, procedure or material, approved for limited use
  - Use is authorized and monitored by a Department sponsor responsible for monitoring the use in the field

# Specification Definitions

- **Special Provisions** – Specific clauses adopted by FDOT that add to or revise Standard or Supplemental Specs
  - Sets forth varying conditions applicable to a specific project or a specific set of conditions
  - Statewide Special Provisions appear in the beginning of each semi-annual Workbook, with an SP prefix
  - Modified Special Provisions are used when statewide implemented specifications do not meet project needs
    - Not published as part of the Workbook

# Specification Definitions

- **Technical Special Provisions** – Specifications of a technical nature, prepared, signed and sealed by an Engineer registered in the State of Florida, other than the State Specifications Engineer or his designee, that are made part of the Contract as an attachment to the Contract Documents
  - Restricted to Items not covered by Statewide Specs, i.e., “Widgets” only

# AASHTO Format

- AASHTO Format
  - Description
  - Materials
  - Construction Requirements
  - Method of Measurement
  - Basis of Payment



## SECTION 525 ASPHALT CONCRETE CURB

### **525-1 Description.**

Construct an asphalt concrete curb on a previously laid pavement at the locations shown in the Plans.

### **525-2 Materials.**

Use a Type SP-12.5 (Traffic Level A, B, or C) asphalt concrete mixture.

### **525-3 Construction Methods.**

Sufficiently roughen the surface of the roadway pavement at the locations where the curb will be constructed to provide suitable bonding of the pavement and the curb.

Lay the curb by a machine or by other methods to provide the required cross-section. The Engineer may allow variation in the Plan cross-section for using the particular machine, provided the Contractor obtains the equivalent cross-sectional area and the specified height of curb. Provide appropriate compaction as directed by the Engineer.

### **525-4 Method of Measurement.**

The quantity to be paid for will be the length plan quantity, in feet, completed and accepted. Any additions or deletions thereto as authorized by the Engineer will be determined by plan dimensions, station-to-station dimensions, final measurement, or any combination thereof, as measured along the face of the completed and accepted curb.

### **525-5 Basis of Payment.**

Price and payment will be full compensation for all work specified in this Section, including all materials and incidentals necessary to complete the work.

Payment will be made under:

Item No. 525- 1- Asphaltic Concrete Curb - per foot.

# Active Voice

- Active Voice
  - Effective 1999
  - Applies to Division II
  - Chosen to reduce Book Size
  - Chosen for Clarity



# DIVISION I

## General Requirements and Covenants

### SECTION 1

#### DEFINITIONS AND TERMS

##### 1-1 General.

These Specifications are written to the bidder, prior to award of the Contract, and to the Contractor. Within Divisions I and II of the specifications, sentences that direct the Contractor to perform work are written in the active voice-imperative mood. These directions to the Contractor are written as commands. In the imperative mood, the subject “the bidder” or “the Contractor” is understood.

All other requirements to be performed by others, with the exception of the Method of Measurement and the Basis of Payment Articles, have been written in the active voice, but not in the imperative mood. Sentences written in the active voice identify the party responsible for performing the action. For example, “The Engineer will determine the density of the compacted material.” Certain requirements of the Contractor may also be written in the active voice, rather than active voice-imperative mood.

Division III of the Specifications (Materials) is written in the passive voice writing style.

# Active Voice

- In **Passive Voice**, the subject of a sentence receives the action.
- In **Active Voice**, the subject of a sentence performs the action.
- In **Active Voice: Imperative Mood**, the subject of a sentence is implied and understood.
- **Passive Voice (old style):**  
“The concrete shall be placed by the contractor in accordance with the plans and drawings.”
- **Active Voice:**  
“The contractor is to place the concrete.”
- **Active Voice Imperative Mood:**  
“Place the concrete.”

# Active Voice

- Active Voice must be
  - Clear – No Ambiguity
  - Correct – Technically Accurate
  - Concise – No Excess Verbiage
  - Precise – Easy to Enforce
- Quality Must Be Measurable
- Simple Words
- Short Sentences and Paragraphs



# Active Voice

- Helpful Hints for Active Voice:
  - Specs are written to the Contractor or Bidder
    - Never to FDOT, the Designer or the CEI
  - “Shall” is almost a four letter word
  - Use of “the Engineer will” or “the Engineer may” is acceptable when the Contractor’s work or price “will or may” be affected by a potential action by the Department.

# End Result Specifications

- FDOT prefers to use End Result Specifications instead of Means and Methods
  - Don't tell the Contractor "How" to perform the Work
  - Designers' strengths are in specifying what is to be built
  - Contractors' strengths are in using their knowledge, experience and resources to decide how to build it
  - Effective in Claims Avoidance

# Questions?

Up next: Development of Standard Specifications for Road and Bridge Construction

# Development of Standard Specifications for Road and Bridge Construction

Procedure No. 630-010-001

Specification Development

# Specification Development

- Process Used to Modify Existing Specifications and Adopt New Specifications
- Not Done in a Vacuum - Process includes several levels of review by FDOT and Industry
- Current process can be outlined in five basic steps

# Step 1: Draft Revision and Origination Form

- Originator drafts proposed Specification change
  - Draft must be in **redline** format
  - Division II submittals should be in **active voice**
- Revision must be sponsored by someone within the Department or FHWA
- Submit to the State Specifications Engineer with Origination Form

# Step 2: Review and Formatting

- State Specs Engineer reviews draft with affected Offices & decides whether to proceed
  - Consults with Senior Management on policy issues; Cost factors
- Forwarded to Spec Development Staff for formatting
- Formatted Specification sent to Originator for review
  - “Final” draft developed iteratively with Originator

# Step 3: FDOT, Expert and Industry Review

- Draft Reviewed for fatal flaws by Design, Construction, Legal, Maintenance, Traffic Operations and State Materials Office; Previewed by FTBA
- Proposed modification is posted on the Specs Office Website for 4-week Industry Review
  - Comments received and compiled by State Specs Office
  - Comments transmitted to Originator
  - Originator responds to comments and recommends final draft



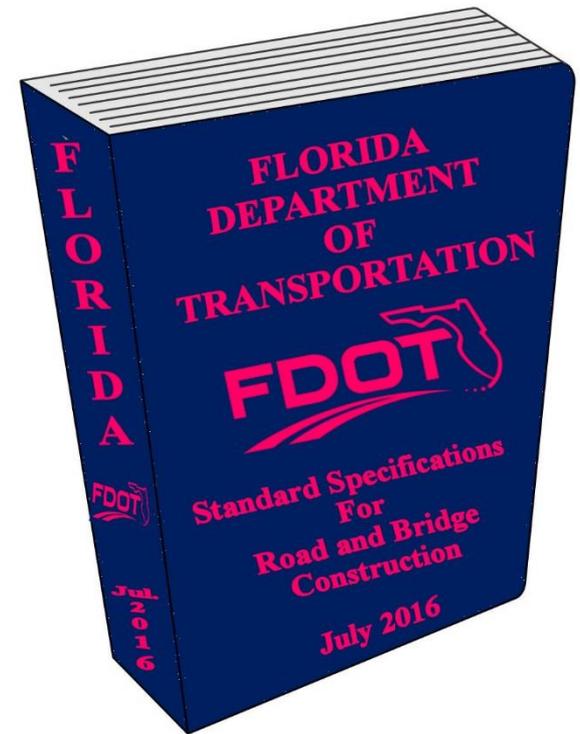
# Step 4: FDOT Implementation or Rejection

- FDOT makes decision on implementation/rejection of final draft
  - Proposals with problems returned to Originator for further evaluation
- Accepted proposals are sent to FHWA for approval
  - For use on Federal Aid Projects
  - Approved Specifications modified to include FA approval date



# Step 5: Statewide Implementation

- Approved Specifications are scheduled for Statewide Implementation
  - Normally the next scheduled update
- Incorporated into the next electronic publishing of the “Standard Specifications for Road and Bridge Construction”



# Implementation Schedule & The Workbook

- Implemented modifications to Specifications are included and published in the next update of “The Workbook”
  - A compilation of all approved Specification changes during a development cycle
- Standard Specifications eBook and “The Workbook” are implemented every 6 months
  - Scheduled to be effective for lettings beginning in January or July

# Mandatory Revisions

- Changes that **can't wait** for the next Workbook
  - Usually involve items of legal or contractual significance in terms of financial risk
  - Legislative mandates
- Occasionally “planned” for a special technical implementation
- **Limited** to minimize impacts to production

# Questions?

Up next: Specifications Package Preparation

# Specifications Package Preparation

Procedure No. 630-010-005

# Specifications Package Preparation

- Specifications Package is a Contract Document
- Package preparation handled in the Districts
- Since January 2003, Packages have been all electronic for Class 1 Projects and most Class 7 Projects
- Since July 2003, the Consultant EOR prepares, signs & seals all Packages
  - In accordance with Procedure No. 630-010-005 and the Specs Handbook
  - Using Specs on the Web

# Specification Package Preparation

- Necessary information for beginning Specification Package Development:
  - Final Plans
  - Final Trns\*port
  - Completed Contract File Index
  - Construction Contract Time Estimate / Other Construction Input
  - Knowledge of whether Permits / No Permits
  - Knowledge of whether Utility Work Schedules / No Utility Work Schedules
  - Any Technical Special Provisions

# Specification Package Preparation

- Packages are to be prepared using adopted and implemented FDOT Workbook Specifications to the maximum extent possible
- We have flexibility to modify Statewide Specifications to accommodate documented individual project needs
  - **BUT**, Personal, Professional and even District Preferences are not Valid Justifications

# Specification Package Preparation

- Modified Special Provisions (MSPs) must be processed thru the District and State Specifications Offices
- Technical Special Provisions (TSPs) MAY NOT be used to “TRUMP” FDOT Specs
- Requests must be Processed through the District Specs Office – No Workarounds.  
This INCLUDES Plan Notes

# Modified Special Provisions (MSP)

- Used to modify all Statewide Specs, in Spec Book or a Workbook
- May be initiated as early as 60% Plans phase in the Design process
- Draft in Redline/Strikethrough format
- Submit justification for change; must document the project need
  - Include cost impacts
  - Professional/Personal preference is NOT a valid justification

# MSP Review Process

1. Submit to District Specs Office
2. Reviewed in District
3. Submitted to State Specs Office for Central Office review
4. Review justification for deviation from Statewide Implementation (Similar to Design Exception)
5. Reviewed by Technical Expert
6. Reviewed by General Counsel
7. Response back to District

# Technical Special Provisions (TSP)

- Technical nature and not covered by the Statewide Specifications
- May not modify Sections 1-9
- Detailed rules in Specifications Handbook
  - AASHTO Format
  - Active Voice
- No Central Office technical review; District decision
- Legal Review is required

# Plan Notes

- Plans Preparation Manual, Volume 1 on Plan Notes:

Topic #625-000-007

Plans Preparation Manual, Volume 1

January 1, 2016

## 17.4.5 Pay Item Notes

Pay item notes are intended to be used to clarify basis of quantity, work included or method for payment. In general, pay item notes should be kept to a minimum. Only those notes that are job specific should be used. Notes that restate the standard **FDOT Specifications** or **Design Standards** must not be used. This will help to place proper emphasis on those notes that are job specific and avoid discrepancy of documents. Refer to **Chapter 7** of Volume 2 for details on the usage of pay item notes in the plans.

# Plan Notes

- Plans Preparation Manual Volume 2 on Plan Notes:

Topic #625-000-008

Plans Preparation Manual, Volume 2

January 1, 2016

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## 1.5 Plan Notes

Plan notes are intended to be used to clarify design detail, construction practices or method for payment. In general, plan notes should be kept to a minimum. Only those notes that are job specific should be used. Plan notes should only be used to detail uniqueness and not to broaden or curtail requirements in the specifications. Do not use notes that restate the standard specifications or standard indexes. This will help to place proper emphasis on those notes that are job specific and avoid discrepancy of documents.

# Plan Notes

- Basis of Estimates Manual on Plan Notes:

## Chapter 7 Design Tools

### 7.1 General Information

Detailed plan notes and/or technical special provisions must be provided by the designer for all items not covered by existing specifications. *Plan notes are not acceptable as a substitute for Technical Special Provisions.* Plan notes are intended to work *with* the specifications, and are not intended to supersede the specifications. Plan notes must not:

- Change the specifications
- Conflict with the specifications
- Duplicate the specifications

When existing specifications are not applicable, coordinate the specification revisions with the District Specifications Office. Every effort should be made to avoid conflicts, as plan notes are overridden by some specifications and take precedence over others. In either case, plan notes must *never* conflict with specifications. Details necessary for complete information include:

- Description of item
- Materials
- Construction and installation
- Method of measurement
- Basis of payment

Technical Special Provisions are also known as “Tech Specs” or “TSPs”. For additional information on various types of specifications, refer to the Specifications web page at <http://www.dot.state.fl.us/specificationoffice/specs.shtm>

**NOTE: Refer to the Plans Preparation Manual (Topic 625-00-006) for additional guidelines on using plan notes. It is located online at [www.dot.state.fl.us/rddesign/PPMManual/PPM.shtm](http://www.dot.state.fl.us/rddesign/PPMManual/PPM.shtm) Contact the Roadway Design Office with any questions, comments, or corrections regarding these notes.**

# Plan Notes

- Specifications Handbook on Plan Notes:

2-2.3 Technical Special Provision (TSP). Use a TSP if an implemented Division II or III specification does not address or cannot be modified to address the needs of the project. Coordinate with the District Specifications Office to determine if a TSP is needed. If a TSP is needed, prepare in accordance with Section 3 of this handbook and submit to the District Specifications Office for review. **Avoid plan notes and do not use a TSP to override an implemented specification.**

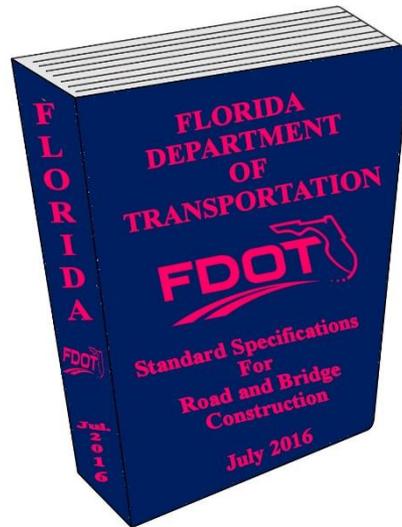
# Questions?

Up Next: Specifications Website and Specs on the Web

# Specifications Website and Specs on the Web

# Program Management Website

- Where do I find all this Spec stuff?
  - All electronic Standard Specifications began with the January 2013 eBook
  - <http://www.dot.state.fl.us/programmanagement>



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[Staff Directory](#)



## Program Management Homepage

### Office Resources

- [About us](#)
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- [Documents & Publications](#)
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### Most Requested

- [Standard Specifications](#)
- [Industry Review](#)
- [Specs on the Web](#)
- [Basis of Estimates](#)
- [Long Range Estimates](#)
- [Approved Product List](#)
- [Local Programs](#)

### Welcome

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The Program Management Office develops and provides policies, procedures, training, and guidance to support the design, construction and maintenances of Florida roads and bridges. Our functional areas include Specifications, Estimates, Product Evaluation, Utilities and Local Agency Program.

### News

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#### **Specifications Update Training**

We invite you to join us for the Specifications Update Training on **Tuesday, April 26, 2015, 9:00AM**, to learn about the recent changes to the FDOT Standard Specifications. **Register Now!**

#### **Specifications Package Preparation Training for Consultants**

will provide you with important information and techniques used in preparing FDOT Contracts. **Register now!**

#### **Program Management Bulletins and Memorandums**

Stay up to date with current Bulletins and Memorandums from the Program Management Office.

#### **LRE Training Webinar**

Sign Up Here for Long Range Estimates Training Webinar.

*October 21, 2015*

#### **Designer Interface Training with BOE Basics**

will provide information on the updated interface with Project Preconstruction (web Trnsport), as well as an update to using the Basis of Estimates.

*May 31, 2015*

#### **DQE, Webgate, and Designer Interface updates implemented June 1, 2015,**

*May 31, 2015*



## Divisions

### Specifications



Specifications and  
Related Information



Final Plans



Maintenance  
Specifications



Industry  
Review  
Review Proposed  
Specification Revisions



Spec's  
on the  
WEB  
Create Specifications  
Packages

### Estimates



Basis of Estimates



Estimates Web  
Applications and  
Trans\*port



Long Range Estimating  
System



Design Quantities and  
Estimates

### Product Evaluation



Approved Product List



Innovative Product List

### Utilities



Utility Accommodation  
Manual

### Local Programs



Local Agency Program  
Manual

# Other Specifications on the Website

- Design Build (Division 1 Specs and Stamped for Construction Spec Package)
- Local Agency Program (LAP) Specs
- Archived Specs (Local Agency)
- Push Button Specs
- Developmental Specs
- Standard Maintenance Special Provisions
  - Terminology & format to be more consistent with Construction Specifications

# Specs on the Web

- How do we put all these specs together to make a Specifications Package?
  - Specs on the Web application implemented in 2007 to automate the development of specifications packages
  - <http://www.dot.state.fl.us/SpecificationsPackage/>

**SPECS ON THE WEB**

SPECIFICATIONS PACKAGE  
FLORIDA DEPARTMENT OF TRANSPORTATION



# SPECS ON THE WEB

SPECIFICATIONS PACKAGE  
FLORIDA DEPARTMENT OF TRANSPORTATION

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- [User Guide](#)
- [Local Agency Specs](#)

By logging on to a FDOT system, you acknowledge your responsibility to comply with all laws, rules, directives, policies, and procedures related to the use and security of information technology resources. Unauthorized use is strictly prohibited. You are hereby on notice that you should have no expectation of privacy as to your use of Department information technology resources as all data is potentially subject to Florida's public records law.

User ID

Password

[Log In](#)

[Change Password](#)

### Login Info

Please proceed to log in if you already have an FDOT Internet Subscriber Account (ISA)

- What is an FDOT Internet Subscriber Account?**
- When Choosing a new Password...**

### Sign Up

If you have never been here before and not a FDOT Employee, please [Register](#) to use Specs on the Web.





# SPECS ON THE WEB

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## Welcome to Specs on the Web!

Please choose an action from the menu on the left, create a workbook preview or view the Specification documents change log.

### Preview a Workbook!

Select a Letting Date and a District to Preview a Workbook.

Letting Date   District

Contract Type  [Go!](#)

### View Change Log

View the Specification documents Change Log. [Go!](#)

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### Specification Details

Prepared By	<input type="text" value="Olivia Townsend"/>
Financial Project	<input type="text" value="xxxxxxxx01"/>
Contract Type	<input type="text" value="Construction"/>
Spec Book Month	<input type="text" value="January"/>
Spec Book Year	<input type="text" value="2016"/>
Federal Funding?	<input checked="" type="checkbox"/> (Federal Funding - Check if Yes)
Multiple FPN?	<input type="checkbox"/> (Multiple FPN - Check if Yes)
Reissued?	<input type="checkbox"/> (Revised - Check if Yes)
Manual Signature?	<input type="checkbox"/> (Manual Signature - Check if Yes)
Letting Date	<input type="text" value="January"/> <input type="text" value="2016"/>
District	<input type="text" value="District 1"/>
County	<input type="text" value="Charlotte"/>

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[Merge Specifications](#)  
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Select Specifications

Financial Project Number: COJUL1-7-TE-ST

Letting Date: 07/16

[Printer Friendly](#) [PDF](#)  
[Merge Specifications](#)  
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Select		Description	Usage Notes
<b>Special Provision</b>			
<input type="checkbox"/> SP0000001	<a href="#">Browse</a> (Unknown file size)	SPECIAL PROVISIONS. (Rev. 1/1/2006) (FA. ) (01/06)	All Jobs
<input type="checkbox"/> SP0020100BDI	<a href="#">Browse</a> (Unknown file size)	PROPOSAL REQUIREMENTS AND CONDITIONS. (Rev. 4/21/2016) (FA. 4/21/2016) (07/16)	Use with the approval of the District Program Management Office. Use with SP0030201BDI, SP0071302BDI and SP0080100BDI. Implemented by Man03 for the 7-16 WB
<input type="checkbox"/> SP0020400D1-716	<a href="#">Browse</a> (Unknown file size)	PROPOSAL REQUIREMENTS AND CONDITIONS - EXAMINATION OF CONTRACT DOCUMENTS AND SITE WORK. (Rev. 11/3/2015) (FA. 1/27/2016) (07/16)	All District 1 Jobs. Changes to 2-4.
<input type="checkbox"/> SP0020501AB	<a href="#">Browse</a> (Unknown file size)	PREPARATION OF PROPOSALS. (Rev. 6/22/2004) (FA. 7/13/2004) (07/16)	A+B Bidding. Use with the approval of the District Construction Engineer. use with SP0030100AB, SP0030203AB, SP0080701AB and SP0081300AB. Changes to: 2-5.1.
<input type="checkbox"/> SP0020501LR	<a href="#">Browse</a> (Unknown file size)	PREPARATION OF PROPOSALS. (Rev. 2/21/2005) (FA. 3/31/2005) (07/16)	Lane Rental. Use with the approval of the District Construction Engineer. Use with SP0030100LR, SP0081300LR, and SP0081300LRDR. (Insert Information Required.)
		<input type="text" value="Insert the Daily Lane Rental Fee. (i.e., 0.000.00)"/>	
<b>Developmental Specification</b>			
<input type="checkbox"/> SPY000008	<a href="#">Browse</a> (Unknown file size)	DEVELOPMENTAL SPECIFICATION (Rev. ) (FA. ) (03/06)	When called for
<b>Supplemental Specification</b>			
<input type="checkbox"/> SS0000001	<a href="#">Browse</a> (Unknown file size)	SUPPLEMENTAL SPECIFICATIONS (Rev. ) (FA. ) (09/06)	Use when Supplemental Specifications are present for the Project.
<input type="checkbox"/> SS0030501	<a href="#">Browse</a> (Unknown file size)	AWARD AND EXECUTION OF CONTRACT. (Rev. 4/18/2016) (FA. 4/13/2016) (07/16)	All Jobs. Implemented by Man02 for the 7-16WB.
<input type="checkbox"/> SS3200303	<a href="#">Browse</a> (Unknown file size)	HOT MIX ASPHALT – PLANT METHODS AND EQUIPMENT. (Rev. 3/24/2016) (FA. 3/30/2016) (07/16)	All Jobs. Implemented by Man01 for the 7-16 WB.
<input type="checkbox"/> SS3340102	<a href="#">Browse</a> (Unknown file size)	SUPERPAVE ASPHALT CONCRETE. (Rev. 2/12/2016) (FA. 3/30/2016) (07/16)	All Jobs. Implemented by Man01 for the 7-16 WB.
<input type="checkbox"/> SS9160000	<a href="#">Browse</a> (Unknown file size)	BITUMINOUS MATERIALS. (Rev. 2/16/2016) (FA. 3/30/2016) (07/16)	All Jobs. Implemented by Man01 for the 7-16 WB.
<b>Other</b>			
<input type="checkbox"/> XAPENDIC	<a href="#">Browse</a> (Unknown file size)	APPENDICES (Rev. ) (FA. ) (01/01)	Header
<input type="checkbox"/> XTSPs	<a href="#">Browse</a> (Unknown file size)	TECHNICAL SPECIAL PROVISIONS. (Rev. 7/1/2007) (FA. ) (07/07)	Use with TSPs.



SPECIFICATIONS PACKAGE  
→ FINANCIAL PROJECT ID(S): COJUL1-7-TE-ST  
DISTRICT ONE  
CHARLOTTE COUNTY

The July 2016 Edition of the Florida Department of Transportation Standard Specifications is revised as follows:

I hereby certify that this specifications package has been properly prepared by me, or under my responsible charge, in accordance with procedures adopted by the Florida Department of Transportation.

The official record of this package has been electronically signed and sealed using a Digital Signature as required by 61G15-23.004 F.A.C. Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.

Prepared by: → → \_\_\_\_\_  
Date: → → \_\_\_\_\_  
Fla. License No.: → → \_\_\_\_\_  
Firm Name: → → \_\_\_\_\_  
Firm Address: → → \_\_\_\_\_  
City, State, Zipcode: → → \_\_\_\_\_  
Certificate of Authorization Number: → → \_\_\_\_\_  
Page(s): → → \_\_\_\_\_

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# Specs 101 for Project Managers

- Contact us:

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

QUESTIONS????