

## **Specs 101 for Project Managers**



**Frances Thomas and Trey Tillander, P.E.  
State Specifications and Estimates Office**

## *Specifications 101*

Things I ***Think I Know***  
About .....

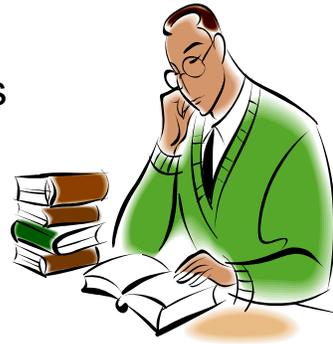
- ✓ How Statewide Specs are Adopted & Implemented
- ✓ How Spec Packages are Prepared for Individual Projects



## Specifications 101

Things I ***Wish I Knew***  
About .....

- ✓ How Statewide Specs are Adopted & Implemented
- ✓ How Spec Packages are Prepared for Individual Projects



## Specifications 101

- ◆ Specifications Basics
  - ✓ Format
  - ✓ Active Voice
  - ✓ End Result
- ◆ Development of Standard Specifications for Road and Bridge Construction
  - ✓ 6 Steps
  - ✓ Implementation
  - ✓ Other types of Specifications



## *Specifications 101*

- ◆ Specifications Package Preparation
  - ✓ Specifications Definitions
  - ✓ Modified Special Provisions
  - ✓ Technical Special Provisions
  - ✓ Plan Notes
- ◆ Specifications on the Web Site
- ◆ Specs on the Web Application



## *AASHTO Format*

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



**SECTION 435  
STRUCTURAL PLATE PIPE AND PIPE ARCH CULVERTS**

**435-1 Description.**

Construct structural plate pipe and pipe arch culverts.

**435-2 Materials.**

Meet the requirements of Section 944 for steel and Section 945 for aluminum. When the Plans call for bituminous coated pipe or pipe arch, meet the coating requirements of 944-4.

When other types of coating material are shown in the Plans, use a coating that consists of at least two coats of the specified material, applied at the job site. Apply the coating by brush or by spray.

**435-3 Trench, Foundation, Laying, and Backfill.**

Perform this work as specified in Section 430, and as follows. Provide a foundation for the bottom plates that is of uniform density and carefully shaped to fit the lower plate of the pipe or pipe arch. Thoroughly tamp the backfill material against the remaining plates.

**435-4 Assembly.**

Assemble the plates to form the pipe or pipe arch structure in accordance with the diagram furnished by the manufacturer. Connect the plates by bolting tightly in all bolt holes provided.

**435-5 Method of Measurement.**

The quantities to be paid for will be the plan quantity, in feet, of pipe or pipe arch, installed in place, completed and accepted. The quantity will be measured along the centerline of the structure from end to end of metal for full section structures, from average end to end at top and bottom for beveled-end structures.

**435-6 Basis of Payment.**

Prices and payments will be full compensation for all work specified in this Section, including all materials, backfilling, and disposal of surplus material and all excavation except the volume included in the items for grading work and for other items specified for payment in Section 125.

Payment will be made under:

Item No. 435- Structural Plate Pipe Culvert - 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.

**1-2 Abbreviations.**

The following abbreviations, when used in the Contract Documents, represent the full text shown.

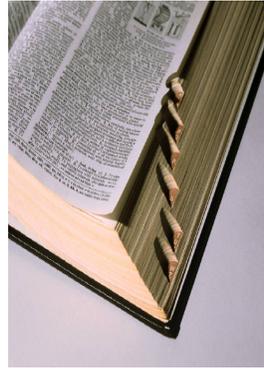
AAN	American Association of Nurserymen, Inc.
AASHTO	American Association of State Highway and Transportation Officials
ACI	American Concrete Institute
AGC	The Associated General Contractors of America, Inc.

## 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."*
- **Depicts a more forceful and straight-forward communication!**

## 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, but 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 very 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



## *Specifications Procedures*

- ✓ Specification Development (Procedure 630-010-001)
- ✓ Specifications Package Preparation (Procedure 630-010-005)



## *Core Process #1: Specification Development*

- ◆ Specification Development is the Process Used to Modify Existing Specifications and Adopt New Specifications
  - ✓ Procedure No. 630-010-001
- ◆ Not Done in a Vacuum - Process includes Several Levels of Review by DOT and Industry
- ◆ The Current Process Can be Outlined in Six Basic Steps



## *Step 1: Draft Revision and Origination Form*

- ◆ Originator Drafts Proposed Spec Modification
  - ✓ Revision May be Sponsored by Anyone within the Department or FHWA
  - ✓ For Division II, Submittal Should be Drafted in Active Voice
- ◆ Submit to the State Specifications Engineer with Origination Form



## *Step 2: Spec 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 Spec sent to Originator for Review
- ◆ Final Draft Developed Iteratively with Originator



## *Step 3: Industry, Expert and FDOT Review*

- ◆ Final Draft Reviewed for Fatal Flaws by Design, Construction, Legal, Maintenance, Traffic Operations and the State Materials Office; Previewed by FTBA
- ◆ Proposed Modification is Posted on the Specs Office Website for 4-week Industry Review Period
- ◆ 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
- ◆ Approved Proposals are Scheduled for Implementation
- ◆ Approved Proposals Evaluated for Submittal to FHWA



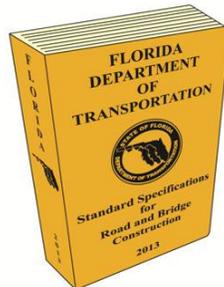
### *Step 5: Submittal for FHWA Approval*

- ◆ Specifications from Step 4 May be Submitted to FHWA for Approval as Supplemental Specs (or as Special Provisions) for Federal Aid Projects
- ◆ Approved Specifications Modified to Include FA Approval Date



## Step 6: Statewide Implementation

- ◆ Approved Specifications are Scheduled for Statewide Implementation, normally on the Next Scheduled Update
- ◆ Approved Supplemental Specifications are Incorporated into the next electronic publishing of the “*Standard Specifications for Road and Bridge Construction*”



## The Workbook

- ◆ Implemented Modifications to our Specifications are Included and Published in the next update of “The Workbook”
- ◆ New Workbooks are implemented every 6 months, scheduled to be effective for lettings beginning in January or July
- ◆ Standard Specifications eBook is published electronically annually
- ◆ The Process Results in Adoption and Implementation of Statewide Specifications



## What is a Mandatory Specification Revision?

- ◆ Spec Changes that “Just Can't Wait” for the Next Issue of The Workbook
- ◆ Usually Involve Item of Legal or Contractual Significance in Terms of Financial Risk
- ◆ Occasionally “Planned” for a Special Technical Implementation
- ◆ Limited to Minimize Impacts to Production
- ◆ Roadway Design Bulletin 13-07



## 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



## *Core Process #2 – Specifications Package Preparation*

- ◆ The Specifications Package is a Contract Document
- ◆ Spec Package Preparation Handled in the Districts
- ◆ Since January 2003, Spec Packages Have Been All Electronic for Class I Projects and most Class 7 Projects
- ◆ Since July 2003, the Consultant EOR Prepares, Signs & Seals All Spec Packages
- ◆ Procedure No. 630-010-005, Plus the Specs Handbook
- ◆ The “WORKBOOK” is Used to Prepare Spec Packages with “Specs on the Web”



## *Specifications Package Preparation*

- ◆ Which ones are written just for the project?
  - ✓ Standard Specifications
  - ✓ Supplemental Specifications
  - ✓ Developmental Specifications
  - ✓ Special Provisions
  - ✓ Technical Special Provisions, a.k.a. Tech Specs, TSPs



## Specifications Package Preparation

- ◆ Which ones are written just for the project?
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## Specification Definitions

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



This document contains the most recent published version of FDOT's Standard Specifications for Road and Bridge Construction, effective for project lettings beginning January 2013. Please view and read the Distribution memo for more information.

January 2013 Distribution Memo

Download the 2013 Standard Specifications eBook in .pdf (file size = < 7 MB).



## Specification Definitions

- ◆ *Supplemental Specifications* – Approved additions and revisions to the Standard Specifications, applicable to all Department Contracts or implemented on a widespread basis.
  - ✓ 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.
  - ✓ The version used may vary from job to job.
  - ✓ Uniquely identified in the Contract Spec Package.
  - ✓ Might even involve a proprietary product.



## *Specification Definitions*

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



## *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*

- ◆ Submit to District Specs Office
- ◆ Reviewed in District
- ◆ Submitted to State Specs Office for Central Office Review
- ◆ Review Justification for Deviation from Statewide Implementation (Similar to Design Exception)
- ◆ Reviewed by Technical Expert
- ◆ Reviewed by General Counsel
- ◆ Response back to District



### MODIFIED SPECIAL PROVISION APPROVAL REQUEST (REV. 8-26-09)

Date: 2/14/2013 District: 3 Type: Project Specific  
 Letting Month: 4/2013 FPID Number: 42929715201  
 Requested by: Bessie Dickens Office/Phone: D3/SPECS 850-330-1381

Specification being modified: **RIPRAP – RUBBLE, BANK AND SHORE-LARGE BOLDERS**

Affected Pay Items: 530-3-5

**Expected Cost Impact to this project:**

The cost per TN of the standard Bank and Shore is ~\$75/TN. The anticipated cost of the Large Boulders is ~\$90/TN. The added cost for this project should be ~\$45,630, based on a quantity of 3,042 TN.

**Project Description:** This project involves adding large riprap to the approaches of SR 30 (US 98) over St. Joe Bay Inlet (BN 510014). The large riprap is designed to protect the approaches during hurricane events.

**Background Data:** This project is one of the Coastal Bridge Protection projects. The goal of the projects is to protect the bridge approaches during hurricane events. The large boulders needed are much larger than the standard Bank and Shore. Therefore, the specifications must be modified to account for the larger boulders.

**Name and PE Number of PE signing and sealing the Modified Special Provision:**

PE Name: PE Number:

I hereby certify that this Specification was prepared under my responsible charge, and that it has been reviewed in accordance with procedures adopted and implemented by the Florida Department of Transportation.



**RIPRAP – RUBBLE, BANK AND SHORE – LARGE BOULDERS  
(REV 2-14-13)**

SUBARTICLE 530-2.2 is deleted and the following substituted:

**530-2.2.1 Rubble:**

**530-2.2.1 Rubble (Bank and Shore Protection):** Provide sound, hard, durable rubble, free of open or incipient cracks, soft seams, or other structural defects, consisting of broken stone with a bulk specific gravity of at least 2.30. Ensure that stones are rough and angular.

For this application, use broken stone meeting the following

graduation and thickness requirements:

Weight Maximum Pounds	Weight 50% Pounds	Weight Minimum Pounds	Minimum Blanket Thickness in Feet
700	300	60	2.5
<small>Ensure that at least 97% of the material by weight is smaller than Weight Maximum pounds.                      Ensure that at least 50% of the material by weight is greater than Weight 50% pounds.                      Ensure that at least 85% of the material by weight is greater than Weight Minimum pounds.</small>			

**530-2.2.2 Coastal Shore Protection:** Provide sound, hard, durable rubble, free of open or incipient cracks, soft seams, or other structural defects, consisting of broken stone with a bulk specific gravity of at least 2.65. Ensure that stones are rough and angular.

For this application, use broken stone meeting the following

graduation and thickness requirements:

Weight Maximum Pounds	Weight 85% Pounds	Weight 50% Pounds	Weight Minimum Pounds	Minimum Blanket Thickness in Feet
2240	1200	560	225	3.0 (See plans)
<small>Ensure that at least 97% of the material by weight is smaller than Weight Maximum pounds.                      Ensure that at least 15% of the material by weight is greater than Weight 85% pounds.                      Ensure that at least 50% of the material by weight is greater than Weight 50% and that no more than 70% of the material is greater than Weight 50% pounds.                      Ensure that at least 85% of the material by weight is greater than Weight Minimum pounds.</small>				

SUBARTICLE 530-5.5 (Page 665) is expanded by the following:

Item No. 530-3- 5 Rubble, Coastal Shore- Large Boulders - per ton.

## Technical Special Provisions

- ◆ 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
  - ✓ May not modify Sections 1-9
  - ✓ Detailed rules in Specifications Handbook
  - ✓ No Central Office technical review; District decision
  - ✓ Legal Review is Required



## *Specification Package Preparation*

- ◆ The Three Most Important Things:
  - ✓ Spec Packages are to be prepared using adopted and implemented FDOT Workbook Specifications to the maximum extent possible
  - ✓ Modifications to Standard Specs or Workbook Specs (MSPs) must be processed thru the District and State Specifications Offices
  - ✓ Technical Special Provisions (TSPs) MAY NOT be used to “TRUMP” FDOT Specs



## *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

- ◆ Simple Rules on MSPs and TSPs
  - ✓ We have Flexibility to Modify Statewide Specs to Accommodate Documented Individual Project Needs
  - ✓ BUT, Personal, Professional and even District Preferences are not Valid Justifications
  - ✓ Requests must be Processed through the District Specs Office – No Workarounds. This INCLUDES Plan Notes
  - ✓ If Done Correctly, It Doesn't Take Much Time



## Plan Notes

- ◆ Plans Preparation Manual, Volume 1 on Plan Notes:

Topic #625-000-007  
Plans Preparation Manual, Volume 1 – English

January 1, 2013

### 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** shall not be used. This will help to place proper emphasis on those notes that are job specific and avoid discrepancy of documents. Refer to **PPM Volume 2, Chapter 7** 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 - English

January 1, 2013

### 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. Notes that restate the standard specifications or standard indexes shall not be used. 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:

Topic No. 600-000-002  
Basis of Estimates

2013 Edition  
as of November 1, 2012

### 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

**NOTE:** Refer to the Plans Preparation Manual (Topic 625-00-006) for additional guidelines on using plan notes. It is located online at <http://www.dot.state.fl.us/rddesign/default.htm>. 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.**



## Specifications and Estimates Web Pages

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



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## Specifications and Estimates

**Office Manager**  
Trey Tillander, P.E.

605 Suwannee Street  
Tallahassee, FL 32399

Tel: 850-414-4100  
Fax: 850-414-4199  
E-Mail Us

**Additional Contacts**  
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**Most Requested**

- Industry Review
- Specs on the Web

**Welcome**

The Specifications and Estimates 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, and Utilities.

**News**

**Specifications Package Preparation Training for Consultants**  
will provide you with important information and techniques used in preparing FDOT Contracts. **Register now!**

**Estimates Bulletin 13-04: Lump Sum and Special Design Pay Items on Push Button Contracts**  
*May 10, 2013*

**Estimates Bulletin 13-03: Landscape and Related Work**  
*April 24, 2013*

**Estimates Bulletin 13-02: Comp Book and Quantity Computation Documents (for lump sum projects) Distribution Process**  
*April 4, 2013*

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## Specifications and Estimates

Specifications and Estimates / Divisions

### Specifications and Estimates Office Divisions

**Specifications**

-  Contains links to the FDOT Specifications and other related information .
-  Link to the Specifications Workbook Files.
-  Link to the Industry Review to provide comments to current proposed specification revisions.
-  Link to Specs on the Web - the web application used to create specification packages.
-  Link to the Basis of Estimates Web Page

**Specifications & Estimates**  
Florida's Transportation Engineers

http://www.dot.state.fl.us/specificationsoffice/specs.htm Florida Department of Transportation

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**2013 Standard Specifications for Road & Bridge Construction**



Adobe Reader is required to view the specification documents. [Free Adobe download](#)

The Standard Specifications for Road and Bridge Construction contain requirements setting out or relating to the method or manner of performing work or to the quantities and qualities of materials and labor for all FDOT contracts. Here you will find links to the standard specifications documents for current and recent past FDOT projects.

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**Web Links in the Specs**  
[Industry Review](#)  
[Track the Status of Proposed Revisions](#)

**Spec Development Information**  
[Spec Package Preparation Information](#)  
[Specs on the Web](#)

Revisions to the published Standard Specifications for Road and Bridge Construction may be implemented to enhance safety, reduce costs, comply with new laws, rules or policies; incorporate new technology; update industry standards or practices; and other critical updates. These revisions are implemented after January 1, 2013 and before January 1, 2014.

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**2013 Book - Implemented Revisions**  
[July 2013 Workbook](#)  
[Mandatory Revisions - July](#)  
[January 2013 Workbook](#)  
[Mandatory Revisions - January](#)

Previous published versions of FDOT's Standard Specifications for Road and Bridge Construction and the associated implemented revisions.

 **Spec Workbooks**

- 2010 Spec Book
- 2010 Spec Book and Workbook History
- 2007 Spec Book and Workbook History
- 2004 Spec Book and Workbook History
- 2000 Spec Book and Workbook History
- Workbook and Mandatory Revisions Archive

**Design/Build** **Design Build Specifications** boilerplate to be incorporated into the Request for Proposal (RFP) for Design Build projects.

**Local Agency Specs** Implemented specifications used by **Local Agencies**.

**Developmental Specs** **Developmental Specifications** are developed around a new process, procedure, or material approved for limited use by the State Specifications and Estimates Office. These specifications are signed and sealed by the professional engineer responsible for authorizing use and monitoring performance in the field. Developmental Specifications are requested from the District Specifications Office on a project by project basis.

**Push Button** **Push Button Specifications** allow the use of Work Documents or Task Orders to complete the work covered by the contract.

**Maintenance Specifications** Specifications developed for use on **Maintenance Contracts**.

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## Industry Review

[Specification Development Procedure](#) regulates the development and implementation of new or modified specifications and related pay items. The following files are in the developmental process and are posted for Industry Review. If you have comments, please use the comments section below.

To track the History of proposed revisions go to [Track the Status of Proposed Revisions](#)

**Note:** Files on this page are in Adobe Acrobat (PDF) format.  
File Sizes ranges from 23 to 30 kb

Specification	Description	Origination	Review End
<a href="#">0071100</a>	Legal Requirements and Responsibility to the Public - Preservation of Existing Property	<a href="#">0071100 Orig</a>	7-5-2013
<a href="#">1021312</a>	Maintenance of Traffic	<a href="#">1021312 Orig</a>	7-5-2013
<a href="#">5440400</a>	Crash Cushions	<a href="#">5440400 Orig</a>	7-5-2013
<a href="#">5000705</a>	Coating New Structural Steel	<a href="#">5000705 Orig</a>	7-4-2013
<a href="#">7000000</a>	Highway Signing	<a href="#">7000000 Orig</a>	7-4-2013
<a href="#">9040000</a>	Retroreflective and Nonreflective Sheeting and Sign Panel Fabrications	<a href="#">9040000 Orig</a>	7-4-2013
<a href="#">5200100</a>	Concrete Gutter, Curb Elements, and Traffic Separation	<a href="#">5200100 Orig</a>	7-1-2013
<a href="#">5220000</a>	Concrete Sidewalk and Driveways	<a href="#">5220000 Orig</a>	7-1-2013
<a href="#">5270000</a>	Detectable Warnings	<a href="#">5270000 Orig</a>	7-1-2013

Select the Specification you want to comment on.  
Select Specification [v]  
Enter your comments in the space provided below.  
**Note:** Time will expire in 20 minutes. If you are unsure of the length of time to enter your comment(s), please type your comment(s) in another application, then copy and paste below.

Tell us how to get in touch with you:(Optional)

Name:   
Phone:   
E-mail:   
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Please Contact me as soon as possible regarding this matter.

Enter the following characters, then click "Submit" to send your Comments.

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### Specifications and Estimates

Specifications and Estimates / Specifications

## 2013 Standard Specifications for Road & Bridge Construction

Adobe Reader is required to view the specification documents. [Free Adobe download](#)

The Standard Specifications for Road and Bridge Construction contain requirements setting out or relating to the method or manner of performing work or to the quantities and qualities of materials and labor for all FDOT contracts. Here you will find links to the standard specifications documents for current and recent past FDOT projects.

**2013 Specifications eBook Information** (launches a 34 minute, 38 second webinar)

This document contains the most recent published version of FDOT's Standard Specifications for Road and Bridge Construction, effective for project lettings beginning January 2013. Please view and read the Distribution memo for more information.

**January 2013 Distribution Memo**

Download the 2013 Standard Specifications eBook in .pdf (file size = < 7 MB).

**Web Links in the Specs**

- Industry Review
- Track the Status of Proposed Revisions

**Spec Development Information**

- Spec Package Preparation Information
- Specs on the Web

Revisions to the published Standard Specifications for Road and Bridge Construction may be implemented to enhance safety; reduce costs; comply with new laws, rules or policies; incorporate new technology; update industry standards or practices; and other critical updates. These revisions are implemented after January 1, 2013 and before January 1, 2014.



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Specifications and Estimates / Specifications

## January 2014 Workbook History



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**History of Proposed Revisions**  
**January 2014 Workbook**

The following information is updated as it becomes available.

**Note:** These files are in Adobe Acrobat (PDF) format. File size ranges from 10 kb to 896 kb.

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**Comments:** Comments received from individuals during Industry Review.  
**Response:** Originator's response to these comments.  
**FHWA:** The Final Draft of the proposed revision as transmitted to FHWA for approval.  
**Implemented:** The Final Version ready for implementation on the letting date indicated on the document.

File	Comments	Response	To FHWA	Implemented
0030001	Comments	Response	FHWA	Implemented
0030100	Comments	Response	FHWA	Implemented
0050101			FHWA	Implemented
0060103				

**ORIGINATION FORM**

**Date:** 01/23/2013  
**Originator:** Rudy Powell  
**Contact Information:** 414-4280 / [rudy.powelljr@dot.state.fl.us](mailto:rudy.powelljr@dot.state.fl.us)

**Specification Title:** Engineers Field Office (Office Requirements; Equipment and Furniture; Compensation)  
**Specification Section, Article, or Subarticle Number:** 109-2.2 and 109-3

**Why does the existing language need to be changed?** Require contractor to provide telephone and Category 5 Ethernet outlets. Remove outdated requirements to clarify that the department will be responsible for internet provider services as well.

**Summary of the changes:** Require contractor to provide telephone and Category 5 Ethernet outlets. Remove outdated requirements for drafting tables, drafting stools and to clarify that in addition to telephone service, the department will be responsible for internet provider services as well.

**Are these changes applicable to all Department jobs?** No  
**If not, what are the restrictions?** Only jobs utilizing this Special Provision

**Will these changes result in an increase or decrease in project costs?** None anticipated.  
**If yes, what is the estimated change in costs?**

**With whom have you discussed these changes?** State Construction Engineer

**What other offices will be impacted by these changes?** None

**Are changes needed to the PPM, Design Standards, SDG, CPAM or other manual?** No

**Is a Design Bulletin, Construction Memo, or Estimates Bulletin needed?** No

Contact the State Specifications Office for assistance in completing this form.  
Trey Tillander 850-414-4140 [trey.tillander@dot.state.fl.us](mailto:trey.tillander@dot.state.fl.us)  
Frances Thomas 850-414-4101 [frances.thomas@dot.state.fl.us](mailto:frances.thomas@dot.state.fl.us)  
Debbie Toole 850-414-4114 [deborah.toole@dot.state.fl.us](mailto:deborah.toole@dot.state.fl.us)  
Andy Harper 850-414-4127 [clifton.harper@dot.state.fl.us](mailto:clifton.harper@dot.state.fl.us)



*Florida Department of Transportation*

RICK SCOTT  
GOVERNOR

605 Suwannee Street  
Tallahassee, FL 32399-0450

ANANTH PRASAD, P.E.  
SECRETARY

MEMORANDUM

**DATE:** March 29, 2013  
**TO:** Specification Review Distribution List  
**FROM:** Trey Tillander, State Specifications Engineer  
**SUBJECT:** Proposed Specification: 1090000 Engineer's Field Office.

In accordance with Specification Development Procedures, we are sending you a copy of a proposed specification change.

This change was proposed by Rudy Powell of the State Construction Office to clarify the Contractor's responsibilities for providing, furnishing, and maintaining an Engineer's Field Office for exclusive use by the Department.

Please share this proposal with others within your responsibility. Review comments are due within four weeks and should be sent to Mail Station 75 or to my attention via e-mail at SP965TT or [trey.tillander@dot.state.fl.us](mailto:trey.tillander@dot.state.fl.us). Comments received after April 26, 2013, may not be considered. Your input is encouraged.

TT/dt  
Attachment

1090000 ENGINEER'S FIELD OFFICE  
COMMENTS FROM INTERNAL/INDUSTRY REVIEW

Mikhail Dubrovsky  
305-640-7448  
[mikhail.dubrovsky@dot.state.fl.us](mailto:mikhail.dubrovsky@dot.state.fl.us)

Comments: (4-1-13)

Last sentence should read: ...water service charges, and sewer service charges, telephone and internet provider charges, and charges necessary to provide, furnish, maintain, and remove the field office, furniture, and equipment.

Payment will be made for each day the field office is available for use by Department personnel during the period described in 109-2.3. Price and payment will be full compensation for all labor, material, equipment, furniture, *lease fees, electrical service charges, water service charges, and utility-sewer service charges, ~~and~~ telephone and internet provider charges, and* charges necessary to provide, furnish, maintain, and remove the field office, *furniture, and equipment. The Department will pay all telephone charges.*

Response: From the Specs Office – You are correct.  
Changes made.

Calvin Johnson  
414-5287  
[Calvin.johnson@dot.state.fl.us](mailto:Calvin.johnson@dot.state.fl.us)

Comments: (4-1-13)

109-1: In first paragraph, first line, delete "furnish" as "provide" and "furnish" mean the same thing. No other comments.

Response: Change made.

Ervin Sterling  
862-519-2919  
[ervin.sterling@dot.state.fl.us](mailto:ervin.sterling@dot.state.fl.us)

Comments: (4-2-13)

We had a question from our PM's about the Engineer's Field Office recently. They questioned the "for exclusive use" clause, and what that truly meant. In looking over this Industry Review document, I noticed that 109-1 Description says "for exclusive use by the Department", while 109-2.3 Occupancy and Maintenance says "for Department use". Perhaps a clarification would be in order?

Response: Word "exclusive" will be deleted from the spec.  
Change made.



**Florida Department of Transportation**  
 605 Suwannee Street  
 Tallahassee, FL 32399-0450

**RICK SCOTT**  
GOVERNOR

**ANANTH PRASAD, P.E.**  
SECRETARY

May 8, 2013

Monica Gourdine  
 Program Operations Engineer  
 Federal Highway Administration  
 545 John Knox Road, Suite 200  
 Tallahassee, Florida 32303

Re: Office of Design, Specifications  
 Section 109  
 Proposed Specification: 1090000 Engineer's Field Office.

Dear Ms. Gourdine:

We are submitting, for your approval, two copies of the above referenced Supplemental Specification.

These changes were proposed by Rudy Powell of the State Construction Office to clarify the Contractor's responsibilities for providing, furnishing, and maintaining an Engineer's Field Office for use by the Department.

Please review and transmit your comments, if any, within two weeks. Comments should be sent via email to SP965TT or [trey.tillander@dot.state.fl.us](mailto:trey.tillander@dot.state.fl.us).

If you have any questions relating to this specification change, please call me at 414-4140.

Sincerely,  
 Signature on file  
 V. Y. "Trey" Tillander, III, P.E.  
 Manager, State Specifications and Estimates Office

TT/dt  
 Attachment  
 cc: Florida Transportation Builders' Assoc.  
 State Construction Engineer

**EXPECTED IMPLEMENTATION JANUARY 2014**

**D** 109 ENGINEER'S FIELD OFFICE.  
 (REV 5-8-13) (FA 5-16-13) (1-14)

PAGE 148. The following new Section is added after Section 107:

**SECTION 109  
 ENGINEER'S FIELD OFFICE**

**R** 109-1 Description.  
 Provide, and maintain an Engineer's Field Office for use by the Department. Provide adequate security of all facilities and furnished equipment. Provide electric, water, sewer, telephone (2 lines), and high speed or broadband internet services. When a mobile trailer is provided, use Type B Fencing as detailed on Design Standards, Index No. 802 to enclose the field office. Place the fence at least 35 feet from the front and 5 feet from the other three sides of the field office. Place one 4 foot gate and one 12 foot gate at locations designated by the Engineer. The site of the field office location shall include adequate exterior lighting for security. When a mobile trailer is erected, provide access compliant with Americans with Disabilities Act (ADA) requirements.

**A** 109-2 Office Requirements.  
 109-2.1 General Requirements: The field office shall be a building or mobile trailer erected at a location selected by the Engineer and shall be separate from any building used by the Contractor. The office ceiling height shall be at least 7 feet with a minimum floor space as specified in the plans. The total floor area shall be partitioned according to the following table:

Minimum Total Area Required	# of small rooms <sup>1</sup>	# of large rooms <sup>2</sup>	# of restrooms
300 ft <sup>2</sup>	1	1	-
600 ft <sup>2</sup>	2	2	1
900 ft <sup>2</sup>	3	2	1
1,200 ft <sup>2</sup>	5	3	2
1,500 ft <sup>2</sup>	6	4	2

<sup>1</sup>Small rooms shall have a minimum floor area of 90 ft<sup>2</sup>.  
<sup>2</sup>Large rooms shall have a minimum floor area of 150 ft<sup>2</sup>.

Each room shall have at least one weatherproof window, two electrical outlets, one telephone outlet, and one Category 5 Ethernet outlet. Each window shall have a minimum area of 8 square feet, be screened and open and close to provide adequate ventilation. Equip each outside door with a lock. Provide 2 keys for each outside door lock suitable for duplication by the Engineer if additional keys are required.

The Engineer may approve an equivalent facility provided it meets the minimum specified requirements.

**F** 109-2.2 Equipment and Furniture: Include the following equipment and furniture:

**T**

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Specs on the Web

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**2013 Book - Implemented Revisions**  
 July 2013 Workbook  
 Mandatory Revisions - July  
 January 2013 Workbook  
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**Spec Workbooks**

- 2010 Spec Book
- 2010 Spec Book and Workbook History
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- 2004 Spec Book and Workbook History
- 2000 Spec Book and Workbook History
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**Design/Build**     **Design Build** Specifications boilerplate to be incorporated into the Request for Proposal (RFP) for Design Build projects.

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**Push Button**     **Push Button Specifications** allow the use of Work Documents or Task Orders to complete the work covered by the contract.

**Maintenance Specifications**     Specifications developed for use on **Maintenance Contracts**.

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Specifications and Estimates / Specifications

## 2013 Standard Specifications

### 2013 STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION

Download the **2013 Standard Specifications eBook** in .pdf (file size = < 7 MB).

**TABLE OF CONTENTS**  
 Division I | Division II | Division III  
 Note: File size ranges from 10kb - 400kb.

For additional information on changes shown in the Redline Sections, please see the [7/13 History Page](#).

---

**DIVISION I - GENERAL REQUIREMENTS AND COVENANTS**

Section Number	Section Title	Latest Revision (Supplemental Specification)	Redline Section 7/13 History Page
1	DEFINITIONS AND TERMS		
2	PROPOSAL REQUIREMENTS AND CONDITIONS		
3	AWARD AND EXECUTION OF CONTRACT		
4	SCOPE OF THE WORK		
5	CONTROL OF THE WORK	SS005000	005
6	CONTROL OF MATERIALS	SS0060502	006

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**July 2013 Workbook**  
**Mandatory Revisions - July**  
**January 2013 Workbook**  
**Mandatory Revisions - January**

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## July 2013 Workbook

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**Implemented Modifications to the 2013 Standard Specifications**  
**July 2013 Workbook**  
**for Lettings Effective July - December 2013**

**Special Provisions** - Specific clauses adding to or revising the Standard Specifications, setting forth conditions varying from or additional to the Standard Specifications for a specific project.

**Supplemental Specifications** - Additions or revisions to the Standard Specifications.

**History of Revisions** - To review the History of revisions for this Workbook.

**Mandatory Revisions** - Critical modifications implemented for the Workbook.  
**REISSUED Mandatory Revision #1** - To review the implementation letter.  
**Mandatory Revision #1** - To review the implementation letter.

**Workbook Document - Final** - To review the changes to the Workbook.  
**Workbook Document - Draft** - To review the Workbook.

---

**Note:** These files are in Adobe Acrobat (PDF) format.  
 File size ranges from 9 kb to 279 kb.

SPECIAL PROVISIONS	SP0000001	All Jobs
EXAMINATION OF CONTRACT DOCUMENTS AND SITE OF WORK. (REV 7-5-12) (7-26-12) (1-13)  Insert Information Required. Change(s) to: 2-4.	SP0020400	All Jobs, (add a phone number or e-mail address)
PREPARATION OF PROPOSALS. (REV 6-22-04) (FA 7-13-04) (1-05)	SP0020501AB	A+B Bidding. Use with the approval of the Chief Engineer. Use with SP0030100AB, SP0030203AB, SP0081300AB and

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Office for special implementation on a time critical schedule, effective with a specific letting date., after it was initially issued. Review Mandatory Revisions to each applicable Workbook by viewing a Memorandum describing the revisions and mandatory implementation instructions.

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**Section Numbers**  
Division I | Division II | Division III

V

DIVISION I - GENERAL REQUIREMENTS AND COVENANTS

2010 Book 2010 Book in .pdf (file size = 3604kb)	January 2010 Workbook  History Mandatory 1 Mandatory 2 Mandatory 3	July 2010 Workbook  History Mandatory 1 Mandatory 2	January 2011 Workbook  History Mandatory 1 Mandatory 2 Mandatory 3 Mandatory 4 Mandatory 5 Mandatory 6 Mandatory 7	July 2011 Workbook  History Mandatory 1 Mandatory 2	January 2012 Workbook  History Mandatory 1 Mandatory 2	July 2012 Workbook  History Mandatory 1 Mandatory 2 Mandatory 3 Mandatory 4 Mandatory 5
1			§		§	
2	§			§	§	
3	§				§	
4	§		§	§	§	
5			§		§	§
6	§		§			
7	§		§	§	§	
8		§	§	§	§	
9	§	§	§	§	§	§

DIVISION II - GENERAL CONSTRUCTION OPERATIONS TOP

**Track the Status of Proposed Revisions**      **Specs on the Web**

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## Specifications and Estimates

Specifications and Estimates / Design Build



### Design Build Specifications

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#### Design-Build Boiler-Plate

Inclusion into the Request for Proposal (RFP)  
For Lettings

July - December 2013  
 January - June 2013

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[View past Boiler Plates](#)

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Specifications and Estimates / Design Build			
Design Build Specifications - July - December 2013			
<b>Design-Build Boiler-Plate</b> July - December 2013			
The Design-Build Boilerplate* is the Division I Master Document to be used in the Request for Proposal (RFP) for Design-Build projects.			
<b>Design Build Pick-List</b>			
<b>NOTE: The files below contain optional text which may be incorporated into the Design-Build Boilerplate for inclusion into the RFP, to create specific Contract language.</b>			
File	Title	Usage Notes	
<b>To Change Award and Execution Time</b>			
SP0030200	Award and Execution of Contract	When necessary to change standard "Award and Execution"	
<b>Design Build Finance</b>			
SP0030600DBF	Execution of Contract and Bond	Use on Design Build Finance projects	
<b>Structures Over 1500 Feet in Length (over water)</b>			
SP0050901	Inspection	Long bridge jobs (1500 feet or longer); modify to suit	
<b>Preference to State Residents</b>			
SP0072700	Preference to State Residents	All Non-Federal Aid Projects	
<b>Toll Facility (Turnpike Enterprise Only)</b>			
SP0070201TP-711	Permits and Licenses (No free passes will be issued to the Contractor for use on the Toll Facility)	All Turnpike Enterprise Jobs.	
<b>Operations Within Railroad Right-of-Way</b>			

## *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

**Announcements**  
**July 2013 Workbook Specs**  
The July 2013 Workbook specifications are now in Specs on the Web. You may create packages for lettings July - December 2013.

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Select		Description	Usage Notes
<b>Local Agency Specs</b>			
<input type="checkbox"/>	<a href="#">Browse</a>	EARTHWORK AND RELATED OPERATIONS FOR LAP (OFF-SYSTEM). (Rev. 1/23/2012) (F.A. 2/27/2012) (03/12)	Use on Off-System LAP Projects.
<input type="checkbox"/>	<a href="#">Browse</a>	HOT MIX ASPHALT FOR LAP (OFF-SYSTEM). (Rev. 11/17/2011) (F.A. 2/27/2012) (03/12)	Use on LAP Off-System Projects.
<input type="checkbox"/>	<a href="#">Browse</a>	CONCRETE FOR LAP(OFF-SYSTEM). (Rev. 12/29/2011) (F.A. 2/27/2012) (03/12)	Use on LAP Off-System Projects.
<input type="checkbox"/>	<a href="#">Browse</a>	LANDSCAPE INSTALLATION FOR LAP (OFF-SYSTEM). (Rev. 4/5/2011) (F.A. 4/15/0211) (04/11)	Use on LAP Off-System Projects.
<b>FDOT Archive Specs</b>			
<input type="checkbox"/>	<a href="#">Browse</a>	EXCAVATION AND EMBANKMENT. (Rev. 1/1/2000) (F.A. ) (01/13)	For Local Agency Use - FDOT Archive Specification
<input type="checkbox"/>	<a href="#">Browse</a>	EXCAVATION FOR STRUCTURES. (Rev. 1/1/2000) (F.A. ) (01/13)	For Local Agency Use - FDOT Archive Specification
<b>Supplemental Specification</b>			
<input type="checkbox"/>	<a href="#">Browse</a>	102 MAINTENANCE OF TRAFFIC. (Rev. 10/9/2012) (F.A. ) (01/13)	All Jobs. Issued as Mandatory No. 1 to the January 2013 eBook. Changes to 102.
<input type="checkbox"/>	<a href="#">Browse</a>	320 HOT MIX ASPHALT - PLANT METHODS AND EQUIPMENT. (Rev. 1/14/2013) (F.A. 1/28/2013) (07/13)	All Jobs. Changes to 320-2.1, 320-7.
<input type="checkbox"/>	<a href="#">Browse</a>	330 HOT MIX ASPHALT - GENERAL CONSTRUCTION REQUIREMENTS. (Rev. 11/20/2012) (F.A. 1/28/2013) (07/13)	All Jobs. Changes to 330-3.2.2.
<b>Standard Specifications</b>			
<input type="checkbox"/>	<a href="#">Browse</a>	CONSTRUCTION EQUIPMENT - GENERAL REQUIREMENTS. (Rev. 1/1/2013) (F.A. ) (01/13)	2013 FDOT Standard Specification for Road and Bridge Construction
<input type="checkbox"/>	<a href="#">Browse</a>	MOBILIZATION. (Rev. 1/1/2013) (F.A. ) (01/13)	2013 FDOT Standard Specification for Road and Bridge Construction
<input type="checkbox"/>	<a href="#">Browse</a>	MAINTENANCE OF TRAFFIC. (Rev. 1/1/2013) (F.A. ) (01/13)	2013 FDOT Standard Specification for Road and Bridge Construction
<input type="checkbox"/>	<a href="#">Browse</a>	RETROREFLECTIVE AND NONREFLECTIVE SHEETING FOR TRAFFIC CONTROL DEVICES. (Rev. 1/1/2013) (F.A. ) (01/13)	2013 FDOT Standard Specification for Road and Bridge Construction

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**July 2013 Workbook Specs**  
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### Specification Details

Prepared By	Denny Chevillot/Caleb Hayes/Bessie Dickens
Financial Project	422900-1-52-01
Contract Type	Construction
Spec Book Year	2013
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	January, 2013
District	District 3
County	Escambia

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**Access Requests for this Package**

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Financial Project Number: 422900-1-52-01  
Letting Date: 01/13

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Select		Description	Usage Notes
Special Provision			
<input checked="" type="checkbox"/>	<a href="#">Browse</a> (Unknown file size)	SPECIAL PROVISIONS (Rev. 1/1/2006) (FA. ) (01/06)	All Jobs
<input checked="" type="checkbox"/>	<a href="#">Browse</a> (Unknown file size)	PROPOSAL REQUIREMENTS AND CONDITIONS - EXAMINATION OF CONTRACT DOCUMENTS AND SITE OF WORK (Rev. 7/5/2012) (FA. 7/26/2012) (01/13)	All District 3 Jobs. Changes to 2.4.
<input type="checkbox"/>	<a href="#">Browse</a> (Unknown file size)	PREPARATION OF PROPOSALS. (Rev. 6/22/2004) (FA. 7/13/2004) (01/13)	A+B Bidding. Use with the approval of the Chief Engineer. Use with SP0030100AB, SP0030203AB, SP0080701AB and SP00801300AB. Changes to 2.5.1.
<input type="checkbox"/>	<a href="#">Browse</a> (Unknown file size)	PREPARATION OF PROPOSALS. (Rev. 2/21/2005) (FA. 3/31/2005) (01/13)	Lane Rental. Use with the approval of the Chief Engineer. Use with SP0030100LR, SP0081300LR, and SP0081300LRDR. (Insert information Required.) Changes to 2.5.1.
		Insert \$ amount Daily Lane Rental Fee <input type="text"/>	
<input type="checkbox"/>	<a href="#">Browse</a> (Unknown file size)	CONSIDERATION OF BIDS - SCOPE ALTERNATES. (Rev. 2/15/2007) (FA. ) (01/13)	Use with proper authority. *Notify Contracts Office on Transmittal Memo. Changes to: 3-1.
<input type="checkbox"/>	<a href="#">Browse</a> (Unknown file size)	AWARD AND EXECUTION OF CONTRACT. (Insert Information Required.)	A+B Bidding. Use with the approval of the Chief Engineer. Use with SP0020501AB.

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