

Helpful Information During the Spec Phase

- ✓ **Prior to Consultant submitting spec package and workbook to Specs, the PM is to submit the contract file via email to the EOR and D5-Spec Phase.**

- ✓ **The Proposal Summary of Pay Items will be available 1 week prior to mail date and can be downloaded before Final Plans are submitted to Specs Office.**

- ✓ **Any specs that are modified need to go through Specs Office for approval. (first verbally communicate with Specs Office)**

- ✓ **Make sure the Digital Signatures Validate before delivery.**

- ✓ **NOTE: A Change / Resubmittal is BEFORE it has been transmitted AND accepted by Tally. A Revision is AFTER it has been submitted AND accepted by Tally.**

- ✓ **In the workbook where it states “District Construction Engineer” (DCE) this usually is a spec that is requested by District Construction, shown on the Contract Time memo.**

- ✓ **Make sure to read all the specs. There are quite a few new / modified ones in the workbook.**

- ✓ **Consultant needs to Run FileChecker to see if there are any errors (take care of any problems) (This is just a suggestion tool, not to indicate the only method for checking for errors) Submit File Checker Report to Specs Office.**

- ✓ **Any Developmental Specs or MSP’s will need to be requested via email (include the FPID and name of the Developmental Spec) to Specs Office.**

- ✓ **PM needs to give to Consultant: Permit Transmittal Memo, Contract Time Memo, Utility Cert, R/W Cert. PRIOR to EOR submitting Spec Package / Workbook for Preliminary Review**

- ✓ **When the spec package is ready for review, email the spec package/workbook in PDF format to the Specs Office.**