

Modified Special Provision Process

If a special spec is required that modifies a spec from the Spec Book, a special provision or sometimes a supplemental spec, this is called a modified special provision, and the following needs to be done.

- 1) Coordinate with Specs Personnel to make sure the process is understood, the correct special provision is coordinated with the correct disciplines (ie: Construction, Traffic Operations, EOR, etc.) and the correct one is being used.
- 2) When everyone is on the same page as to what is required, the PM will send an email to the Specs Office requesting they get an approval to use the particular spec. (the strikethrough / redlined special provision is attached to this email)
- 3) In most cases, The Specs Office will give you an Approval Form to file out, in which you will need the following information to put on the form:
 - a. FPID number
 - b. Letting date
 - c. Name of the spec
 - d. Who will be signing and sealing (name as it appears on the seal and the PE number)
 - e. Background of why the spec is required
 - f. Any cost affected with the spec
 - g. Any pay items associated with the spec
 - h. If you are modifying an existing spec, then it must be redlined strikethrough of the text you are deleting and red text of what you are adding. A revision date must be added under the name of the spec (Rev 01-01-10), email to the Specs Office.
- 4) The approval process could take up to a week or two, because Tally needs to have the spec go through Central Office Legal.
- 5) When the approval is given, the modified special provision in Word format will be sent to the PM that is to be put in the Spec Package or Supplemental Spec Package (whichever applies).
- 6) The EOR will then manually sign and seal the Modified Special Provision Form that has the approved modified special provision attached. This will then be put in a locked file cabinet as directed to by the CADD office.