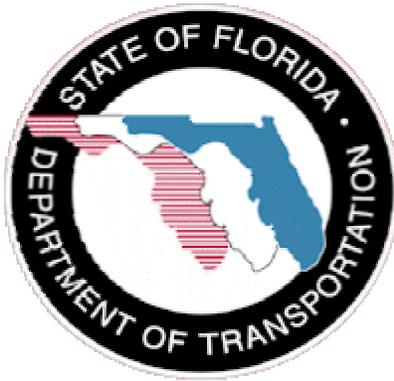


Florida Department of Transportation



Handbook for Preparation
Of
Specification Packages
(Specifications Handbook)

January 2004

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HANDBOOK FOR PREPARATION OF SPECIFICATION PACKAGES (SPECIFICATIONS HANDBOOK)

PREFACE:

This handbook was developed to provide guidance in the preparation of Specifications Packages and to describe various components of the Specifications Package. This handbook is to be used in conjunction with the current Specifications Package Preparation Procedure Topic Number 630-010-005.

DEFINITIONS:

Appendices: Documents appended to and made a part of the Specifications Package, providing pertinent special conditions and supporting documentation specific to the project. These may include technical special provisions, and other pertinent documents.

Central Office Liaison: The State Specifications Office person assigned as the primary contact for the districts. This person performs Process Reviews and provides assistance to the districts on specification related issues.

Developmental Specifications: Specifications developed around a new process, procedure, or material approved for limited use by the State Specifications Office.

District Specifications Engineer/Manager: An individual whose primary job duty is to supervise the operations of the District Specifications Office and provide liaison with consultants preparing specification packages. A Specifications Engineer may sign, date and seal a Specifications Package in accordance with *Chapter 471, Florida Statutes and Rule 61G 15-23.003, F.A.C*

District Specifications Training Coordinator: A person assigned by the District Specifications Engineer/Manager to train District personnel and consultants in the preparation of the Specification Packages.

Electronic Specification Package: The complete specifications package in electronic format, including all appendices, signed and sealed in accordance with Rule 61-G 15-23.003, FAC.

Engineer of Record: The Engineer who signs, dates, and seals the Specifications Package in accordance with *Chapter 471, Florida Statutes and Rule 61G 15-23.003, F.A.C.*

Final Reviewer: The individual who does the final review and preparation of the Specifications Package prior to review by the Engineer Of Record.

Handbook for Preparation of Specification Packages (Specifications Handbook): A document prepared by the State Specifications Office to be used in the preparation of Specification Packages.

Initial Reviewer: The individual who does the initial preparation of the Specifications Package before review by the Final Reviewer.

Inserts: Project specific information that is required to be filled in the blanks of Special Provisions in the Workbook files, implemented to allow variable input.

Legal Review: The District General Counsel's Office review of the Specifications Package for conformance to applicable law and to protect the Department from potential liability.

Mandatory Revisions (Mandatory Changes): Specification revisions issued by the State Specifications Office for special implementation on a time critical schedule, effective with a specific letting date.

Quality Control Plan: A comprehensive, well-defined, written set of procedures and activities required of each District and recommended for firms preparing specification packages. Quality Control Plans are designed to ensure that all Specifications Packages and Supplemental Specifications Packages are produced error free.

Revised Specifications Package: A complete revision to a Specifications Package.

Special Provisions: Specific clauses adopted by the Department that add to or revise the Standard Specifications or supplemental specifications, setting forth conditions varying from or additional to the Standard Specifications applicable to a specific project.

Specifications Package: The signed and sealed document prepared for inclusion in the contract documents and comprised of the following components as they apply:

1. Special Provisions, in numerical order according to Section, Article or Subarticle of the Standard Specifications,
2. Developmental Specifications, also in numerical order.
3. Supplemental Specifications, also in numerical order,
4. Appendices.

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

Supplemental Specifications: Approved additions and revisions to the Standard Specifications, applicable to all Department Contracts.

Supplemental Specifications Package: A signed and sealed document reflecting changes to a previously signed and sealed specifications package and issued prior to the bid opening.

Technical Special Provisions (TSPs): Specifications of a technical nature that are signed and sealed by an engineer, registered in the State of Florida. TSPs describe work that is not covered by the Standard Specifications, supplemental specifications or special provisions and are included as appendices in a specifications package.

Workbook: Electronic files of adopted modifications issued for statewide implementation, including macros and other files, to be used for the preparation and generation of Specification Packages, updated and issued every 6 months by the State Specifications Office.

SECTION 1 - SPECIFICATIONS PACKAGE

A Specifications Package is developed using multiple reviews of the project plans and contract files as follows:

1-1 Tracking System

Create and maintain a system that will be used for tracking Specification Packages and Supplemental Specification Packages. As a minimum, the tracking system shall include the following dates: log-in, log-out, and date mailed to Tallahassee.

1-2 Pre-Check

Enter plans and Contract File into the Office tracking system according to date received.

1-2.1 Implemented specifications which are not sufficiently adequate for a specific project, may be modified, using the strikethrough underline method (track changes) and submitted to the District Specifications Office for review and processing in order to obtain approval of the State Specifications Engineer for its use as a project specific special provision.

1-2.2 Developmental Specifications are used to allow for new processes, procedures and materials on certain projects. The originator of a Developmental Specification monitors and approves its use on specific projects.

1-2.3 Ensure TSPs are drafted and submitted in accordance with Section 3 of this handbook.

1-3 Initial Review

The Initial Reviewer, on beginning the Initial Review, will check the Contract File at the beginning of Specifications Package preparation, and use the appropriate Workbook, Plans and other information necessary to prepare a complete Specifications Package.

1-3.1 Review the contract file to determine that all work is covered by an approved specification. Review all component parts of the Plans, Contract File and Workbook to ensure all issues have been addressed.

1-3.2 Review Plans and the Summary of Pay Items. Verify the contract items shown in the plans regarding the description of work, materials to be used,

construction requirements, method of measurement, and basis of payment in the Standard Specifications, Plans, or components of the Specifications Package have been addressed.

- 1-3.3 Utilize the Specifications Worksheet in the workbook to note apparent discrepancies and any other related questions . All communications regarding discrepancies will also be listed on the Worksheet.
- 1-3.4 Verify all notes and references to the specifications in the plans have been addressed. Ensure all errors and discrepancies between the plans, plan notes and specifications have been resolved.
- 1-3.5 Review all files and plans to ensure the Standard Specifications, Supplemental Specifications, Special Provisions, Developmental Specifications or Technical Special Provisions properly describe the work to be done, the materials to be used, the construction requirements, the method of measurement, and basis of payment for each item of work. Information typically received in advance of the plans includes:
 - (a) Permits notice from the District Office responsible for permit coordination,
 - (b) Utility/Railroad Agreements or "Clear" memos from District Offices,
 - (c) Special limitations of operations,
 - (d) Other draft Special Provisions as needed,
 - (e) Developmental Specifications as needed.
 - (f) Technical Special Provisions, as needed.
- 1-3.6 Make the contract file, worksheet, marked workbook and backup information available to the Engineer of Record/PE Reviewer for review.
- 1-3.7 Prepare the Specifications Package utilizing the appropriate Workbook and Mandatory Revisions. Add the "Insert" information to all special provisions where indicated. Draft any "project specific" special provisions by article number sequence, of where these modifications are to be made. Verify that the State Specifications Engineer has approved any proposed modifications to a workbook component or Standard Specification. Verify that all TSPs have been through District Legal Review.

1-4 Final Review

The Final Reviewer will follow the same set of instructions as the Initial Reviewer with a blank workbook. The purpose of this is to have two independent reviews, with a different set of eyes looking at the same material. After the final review is complete, the Initial Reviewer and Final Reviewer will review the workbooks. Discrepancies between the two independent reviews will be discussed and resolved with the Engineer of Record having the final say.

Verify that all necessary elements of the workbook have been marked, all inserts and modifications are properly worded and referenced, all modifications to workbook components or Standard Specifications have been approved by the State Specifications Engineer, all revision dates have been removed from modified workbook components, all mandatory changes have been made, any questions on the Worksheet have been answered and that nothing is missing from the package.

1-5 Package Assembly

The Specifications Package will be produced, proofread, corrected, and all applicable appendices included.

1-5.1 The Engineer of Record or delegate will review the marked up specifications workbook to determine that all insert information is provided and that all file selections have been made and are correct and in accordance with the District Quality Control Plan.

1-5.2 Using the approved word processing package and the marked Workbook with indicated modifications, build the document and generate the package. There will be no order of changes to the package without the written approval of the State Specifications Engineer.

1-6 Quality Control Review

The document is proofread to verify that all applicable specifications are included and the insert information is properly entered. Verify that the specifications package is complete, in accordance with the Workbook and District Quality Control Plans. Correct all errors and verify that all appendices are added in the order shown on the Table of Contents.

1-7.1 Meet the minimum requirements shown in Exhibit 4-2. Meet the requirements of the District Quality Control Plan.

1-7.2 Deliver the completed signed and sealed specifications package to the appropriate office.

1-7 Legal Review

The District General Counsel's Office will review the Specifications Package and document their review on the Legal Review form. Any dispute between the District General Counsel's Office and the District Specifications Office on disposition of Category 1 comments will be settled jointly by the District General Counsel and the appropriate District Director. Category 2 comments will be settled by the District Specifications Engineer/Manager.

1-7.1 Individual components from the workbook that have not been modified do not require District General Counsel Review.

1-7.2 Modifications to Sections 1-9 of the Standard Specifications or to workbook components amending Sections 1-9 must be reviewed by District General Counsel before the modifications are submitted to the State Specifications Engineer, as described in Section 1-2.2.

1-7.3 Modifications to other Sections of the Standard Specifications or other workbook components require review by District General Counsel when requested by the District Specifications Engineer/Manager.

1-7.4 All Technical Special Provisions must be reviewed by District General Counsel.

1-8 Signing and Sealing

The Professional Engineer checks the Specifications Package to ensure that proper specifications and appendices have been added and then electronically signs and seals the Specifications Package. This signature and seal indicate that the Specifications Package has been prepared by or under the responsible charge of the P.E. in accordance with procedures adopted by the Department.

1-9 Specifications Package Quality Control Check and Package Transmittal

Prior to the electronic Specifications Package transmittal, the District Specifications Office will check the Specifications Package for completeness and accuracy, in accordance with the District Quality Control Plan.

The District will prepare a Transmittal Memorandum for submittal to Central Office.

1-10 Revised Specifications Package

When a revised Specifications Package is necessary, the process is the same as developing a Specifications Package and the word "REVISED" is shown preceding the date. The process used to produce a Revised Specifications Package is the same as for an original.

A Revised Specifications Package or a Supplemental Specifications Package will be required when the effective date of the Workbook changes. This is necessary to bring the Specifications Package up to date with the Workbook in effect at that time.

1-11 Document Retention

Documents will be retained in accordance with District Procedures and the Florida Administrative Code.

SECTION 2 - SUPPLEMENTAL SPECIFICATIONS PACKAGE

A Supplemental Specifications Package is prepared whenever it becomes necessary to add to, delete from or modify either a Specifications Package or another supplemental specifications package. This may be caused by Plans Revisions, Mandatory Revisions, omissions, errors, or other reasons. In general, follow the requirements of Section 1 for preparing a Supplemental Specifications Package. A Supplemental Specifications Package will have an initial review, a final review, and a quality control review and be submitted to the District Specifications Office for Quality Assurance and legal review.

2-1 Process

The person preparing the supplemental specifications package shall review, analyze and document the required modifications to the specifications package or previously submitted supplemental specifications package. Changes referenced in the Supplemental Specifications Package are arranged in section/article order following the order of the original Specifications Package. For instance, special provision changes would come first, handled in section/article order, followed by the developmental specification changes, then supplemental specification changes. A workbook is not used in generating the Supplemental Specifications Package.

After deciding what needs to be modified in the specifications package, generate the Supplemental Specifications Package using the appropriate macro.

2-2 Signing and Sealing

The Professional Engineer/Reviewer checks the Supplemental Specifications Package to ensure that proper specification modifications have been made and signs and seals the Supplemental Specifications Package. This signature and seal indicate that the Supplemental Specifications Package has been prepared by or under the responsible charge of the P.E. in accordance with procedures adopted by the Department.

2-3 Supplemental Specifications Package Quality Control Check and Package Transmittal

Prior to the Supplemental Specifications Package delivery, check the Supplemental Specifications Package for completeness and accuracy, in accordance with the District Quality Control Plan.

Prepare the Supplemental Specifications Package and for submittal to the District Office. The District Specifications Office will prepare the Transmittal Memorandum and submit the Supplemental Specifications Package to Central Office.

SECTION 3 - TECHNICAL SPECIAL PROVISIONS

Technical Special Provisions (TSPs) are Specifications of a technical nature for items of work not covered by standard specifications, supplemental specifications, or special provisions and are prepared, signed and sealed by an engineer registered in the State of Florida. TSPs are made part of the Contract as an appendix to the Specifications Package.

Technical Special Provisions will only be used when a Standard Specification, Supplemental Specification, or Special Provision is not available to address a given type of work or situation. Do not attempt to write TSPs to govern over FDOT Special Provisions. A TSP may not be used as a "trump card" to overwrite existing specifications.

3-1 General Rules for All Technical Special Provisions

It is the responsibility of the Engineer of Record for the TSP and the Designer to ensure that all work specified in the TSP is properly addressed in the Plans and that the TSP creates no conflict with the Plans and Specifications or any other Contract document.

Include technical information in TSPs, not in plan notes. Avoid plan notes wherever possible.

The proper system of measurement for the project should be used. All abbreviations, symbols, conversions and format rules will be in accordance with ASTM E 621. Any conversions, if needed, will be the responsibility of the Engineer submitting the TSP.

The following general rules apply to all TSPS.

1. TSPs may only be used when a standard specification, special provision or supplemental specification is not available to address a given type of work or situation. Do not use TSPs to modify implemented modifications of any kind, including standard or supplemental specifications, or special provisions from a workbook. Stated another way, a TSP may not be used as a "trump card" to overwrite existing FDOT specifications.
2. Each TSP must include a signed and sealed cover sheet prepared in a format determined by the Department (see Exhibit 4-2).
3. Each TSP must be submitted to the Department as an electronic file, prepared with word processing software designated by the District Specifications Engineer.

4. Number all pages consecutively, with the signed and sealed cover sheet as page 1. NEVER use or add a page number (like "10-A") or delete a page without renumbering. Pages should be set up to have a one inch footer margin with no text in the center of the footer. This area is for consecutively numbering the entire specifications package.
5. All TSPs must be formatted to print on an 8.5" by 11" page with no company logos or headings on the sheet.
6. Use the FDOT nomenclature and numbering system as defined in the Standard Specifications Book.
7. When possible, use the active voice-imperative mood writing style.
8. Use the following format for writing numbers: For integer items, say "two trees" (for numbers from one to ten), or 21 trees (for numbers greater than 10). Do NOT duplicate numbers, i.e., do NOT say "one (1) bridge".
9. If possible use unit abbreviations like yd² to mean square yards, or ft³ to mean cubic feet.
10. A table of contents is mandatory for TSPs over 10 pages in length.
11. For an original TSP, only page one (the cover sheet) must be signed and sealed, if applicable. If more than one person signs and seals a given document, no gaps or overlaps of page numbers are acceptable. Revisions to one or a few pages may be accomplished by signing and sealing each revised page with a new date.
12. Statements like, "if conflict exists, the more stringent requirement prevails" are not acceptable.
13. Refer to FDOT Specifications by stating "FDOT Specifications". All references to the Specifications Book should read "FDOT Standard Specifications.
14. Never use the term "Special Provisions" unless referring to FDOT Special Provisions. If referring to another portion of the TSP, say "this Technical Special Provision".
15. Avoid special requirements for the material or construction of concrete. FDOT cement, aggregate, reinforcing steel and concrete specifications reflect the latest technology, and should be adequate for all building, utility and other concrete construction.
16. Never include proprietary information in a TSP unless system compatibility is

an issue. Do not specify a product or manufacturer's name as this may give preferential treatment to the listed items. Do not use the term "or equal". Use performance criteria to describe what is required.

17. No sketches or drawings are allowed in a TSP.
18. Technical Special Provision should not reference the Qualified Products List or the Approved Products List.
19. Do not use references like Geotechnical Engineer or designated representative. Use the term "Engineer".
20. Ensure the proper handling of guarantees and warranties.
 - (a) Do not specify a Contractor's warranty after final acceptance. Contractor warranties are acceptable for any period up to final acceptance.
 - (b) TSPs should require that all available manufacturers' warranties be transferred to FDOT before final acceptance of the job.
21. It is not acceptable to require bidders to submit documents or data with the bid. If necessary, submissions can be acceptable for a preconstruction conference, or at other times after the award. Also, do not enclose forms or proposals in TSPs that may require or imply that they be returned with the bid.
22. Submittals should be limited to the following and require the written approval of the State Specifications Engineer:
 - (a) A Schedule of Values (if required, as on the construction of a building) may not be required earlier than 10 days after the award of the Contract.
 - (b) No other submittals (samples, literature, product specifications, etc.) may be required sooner than 30 days after the award.
23. The TSP should be as brief as possible to adequately cover the needed subject.
24. Method of Measurement/Basis of Payment:
 - (a) Use pay items that are current per FDOT Estimates Office.

- (b) Ensure that all work and materials are included, but without duplication.
 - (c) Include the necessary descriptions for all work and materials.
 - (d) Place Measurement and Payment provisions at the end of the TSP.
 - (e) Description and Method of Measurement should match the Basis of Estimates Manual.
25. When referenced, be sure the TSP clearly refers to the correct documents for the letting month and year planned, including:
- (a) "Standard Specifications for Road and Bridge Construction."
 - (b) Design Standards.
26. Avoid conflicts with FDOT definitions in the Standard Specifications Book and amendments. If additional definitions are needed, add at the beginning of the TSP, but always indicate that these definitions apply only to the TSP, not to any other Contract documents.
27. Use great caution when using old specifications (or portions thereof) as a reference in preparing a new TSP.
28. Work and materials specified must be consistent with the plans, and with FDOT specifications.
29. Do not include cost estimates.
30. Never use the word "supplemental" or "supplement" when referring to specifications, except when referring to Supplemental Specifications.
31. Submit TSPs for review to the District Specifications Office at the Final Engineering Phase. When a TSP has been submitted to the appropriate District Specifications Office for review and major changes become necessary, provide the changes in redline strikethrough format when resubmitted, to avoid complete proofreading of the entire TSP.
32. For traffic signals which must be compatible with a county-wide computerized traffic control system:
- (a) Add a note(s) on the plans to say e.g. "Must be compatible with (Broward, 16tc.) County Traffic Control System."

- (b) Add a TSP with the details required instead of using plan note(s).

3-2 Technical Special Provisions for Joint Project Agreements (JPA's)

Often these TSPs are the utilities or municipalities "stand alone" specifications, which they are used with their contracts.. Since these specifications were never intended to be a part of a Department Contract, they often generate conflict within the contract documents and may cause confusion and claims during construction.

3-2.1 All of the provisions of Section 3.1 also apply to TSPs for JPAs.

3-2.2 A TSP and utility plans must agree totally with the corresponding JPA.

3-2.3 A JPA is a contract between the utility owner and FDOT. A Contract is between FDOT and the Contractor. While it includes the same utility work as the JPA (as well as other work) the two contracts are totally separate from each other. The Contractor is not a party to the JPA. TSPs should not refer to or mention the JPA. The utility plans and TSPs must describe all of the utility work the Contractor will do, so FDOT can fulfill its contract with the utility owner.

3-2.4 A TSP should not include standard contract language the utility company normally uses to contract for utility work, only technical verbiage should be used. (Reference the first of the general rules, Section 3-1, applicable to all TSPs). JPA contracts state that.. "All of the work on the JOINT PROJECT is to be done according to the plans and specifications of the DEPARTMENT..." The only content appropriate for TSPs is technical information for utility work not included in FDOT specifications, i.e., water or sewer work, electrical distribution system work, telephone work, etc. (The "key word" in Technical Special Provisions is "Technical.") The inclusion of general terms and conditions causes confusion, and can introduce major conflicts with FDOT specifications.

3-2.5 The word "abandoned" should never be used in a TSP, drawing, or any other Contract document. Instead, they may be referred to as "out-of-service" utilities. Should removal later become necessary, the utility owner is then responsible for removal.

3-2.6 The Engineer has full authority. Utility representatives only act to provide technical assistance to the Engineer.

3-2.7 A TSP cannot contain a list of required or suggested utility subcontractors, but can list reasonable objective qualifications that are required for utility subcontractors and their employees.

3-3 District Office Responsibilities

When any TSP is required, it is the responsibility of the District Specifications Engineer to review the TSP for compliance with Departmental standard format and for potential conflicts between the TSP and the Plans and Specifications. Note all necessary changes and return them to be revised.

It is the responsibility of the District General Counsel's Office to make a Legal Review of each TSP and complete the Legal Review Form.

3-4 Central Office Responsibilities

The State Specifications Office does not review TSPs, but will maintain a reference database of previously used TSPs that have been submitted by the District Specifications Offices and accepted for inclusion in the database, or have been otherwise deemed to have future reference value. The State Specifications Office will also provide coordination of District requests for technical assistance from Central Office staff, when questions arise during the District review of TSPs.

SECTION 4 - LIST OF EXHIBITS

Exhibit 4-1 - Legal Review Form

This is for legal review and the information shown is the minimum required.

Exhibit 4-2 – Sample cover sheet for Technical Special Provisions

This format will be page one of the Technical Special Provisions.

Exhibit 4-3 – Minimum Quality Control Requirements.

EXHIBIT 4-1 - Legal Review Form

PROJECT NUMBER: 6 digits – 1 digit – 2 digits – 2 digits xxxxxx-x-xx-xx

Proposed Letting Date:

Review of: Technical Special Provision Special Provision Specifications Package

Review by: _____ **Date:** (today's date default)

Date Received in Legal Office: _____ **Date Returned:** _____

Keys to Categories:

- (1) CRITICAL LEGAL CONCERNS: Change must be made prior to letting to comply with Florida Law.
- (2) QUESTIONABLE CONCERN: Engineer of Record will address. If change is necessary to achieve desired engineering Standard, change prior to letting.

Comment Number	Key	COMMENTS
1.	(1)	
Disposition:		
Date:		
2.	(1)	
Disposition:		
Date:		
3.	(1)	
Disposition:		
Date:		

Signed: _____
District General Counsel's Office

EXHIBIT 4-2

Sample Cover Sheet for TSPs

TECHNICAL SPECIAL PROVISION

FOR

<<Indicate Work to be Performed>>

Financial Project ID_____

(Signature block for electronic signature)

The official record of this package is the electronic file signed and sealed under Rule 61G 15-23.003, F.A.C.

Prepared by: <<Person Signing and Sealing>>

Date: <<Date Prepared>>

Pages 1 thru xx

EXHIBIT 4-3 Minimum Quality Control Requirements

Was the proper Workbook used?

Was the Specifications Worksheet used to note apparent discrepancies and other questions?

Are all communications regarding discrepancies listed on the worksheet?

How many individuals were involved in preparing the specifications package and was the workbook initialed by each person?

Final Reviewer examined workbook with Initial Reviewer to discuss all differences?

Have all issues on the worksheet been addressed and resolved?

Were there any Special Provisions added to the Spec. Package that needed prior approval from Central Office? Is approval for authorization for use included in backup material?

Were all "insert" areas properly filled in? There shall be no "blank" information in the Specification Package.

SPEC PACKAGE FRONT PAGE

Is the FPID Number correct?

If the package covers multiple projects, have all FPID numbers been entered on the cover sheet? Does the footer have the lead FPID number with ', etc.' after it?

FPID(S): 999999-1-52-01, etc

If a federal project, is "Federal Funds" printed on the cover sheet?

Is the District information correct? Is the county correct? If project encompasses more than one county, is it listed?

Is the EOR's name printed in the front page footer.

Are the total number of pages listed in the front page footer? (1-xxx)

<p>First Page Footer -Section 1-</p> <p><i>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.</i></p> <p>The official record of this package is the electronic file signed and sealed under Rule 61G 15-23.003, F.A.C.</p> <p>Name: _____</p> <p>Page(s): _____</p> <p>Additional Files:</p> <p style="text-align: center;">- 1 - FPID(S): 999999-1-52-01, etc </p>

TABLE OF CONTENTS

Have all pages in Table of Contents been checked against the marked up workbook?

Do all pages in the TOC correspond to the final document? (Update TOC)

Have Tech Specs (if applicable) been accounted for in the Table of Contents? Is the last page number listed in the TOC?

Msc.

If there are federal funds, were the proper wage rates inserted?

Did the EOR sign and seal the Electronic Specifications Package?

TSPs

Are there any Technical Special Provisions (TSPs)?

Were TSPs submitted during proper phase reviews to allow time for District Specs and Legal reviews prior to sending to State Specs Engineer?

Did District Legal Review?

Were all concerns answered?

Were all pay items covered in Tech Spec?

Do the TSPs comply with the general rules governing the use of a TSP?

Is the TSP signed and sealed by someone other than the Engineer of Record?

Are there TSPs for Joint Project Agreements (JPA's)?

Is there documentation that the District Specifications Engineer reviewed the TSP for a JPA and followed the guidelines?

SUPPLEMENTAL SPECIFICATIONS

Are there Supplemental Specifications Packages?

Is the Supplemental in proper order – (SP's, Dev, SS, & Appendix) by Section/Article order?

Was the Supplemental Specification Package reviewed for completeness and accuracy and is it documented? (Were correct page numbers referenced, and specification names correct?)

Did the EOR sign and seal the Supplemental Specifications Package after the review for the proper specifications and appendices?