Style Guide for Specifications

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Section 1
Overview

Introduction

This document provides style guidelines for writing or revising FDOT’s Standard Specifications for Road and Bridge Construction. They are recommended for use when writing specifications for: (1) Specification Development in accordance with Procedure 630-010-001; (2) Project modifications to the Standard Specifications and Implemented Modifications thereto in accordance with Procedure 630-010-005 and the Handbook for Preparation of Specification Packages, and (3) Technical Special Provisions in accordance with Procedure 630-010-005 and the Handbook for Preparation of Specification Packages.
Section 2

Organization of Specs

Basic Articles

The basic Articles required for a specification are based on AASHTO format as follows:

XXX-X Description.
XXX-X Materials.
XXX-X Construction Requirements. (May be expanded into multiple Articles to adequately describe the Work)

XXX-X Method of Measurement.
XXX-X Basis of Payment.

Here “XXX” represents the Section number.

Hierarchy of Organizational Elements

The hierarchy of organizational elements available below the Section level is as follows:

XXX-X. Article.
   XXX-X.1 Subarticle.
      XXX-X.1.1 Subarticle. Each of these elements should have titles. Titles are bolded. Following paragraphs under these elements should not have titles, unless they are lists.

If an Article includes any Subarticles, all language should be arranged in the Subarticles. There should be no language written under the Article itself, in these cases.

Bullets

Bullets are not used in FDOT Specifications.
Section 3
Formatting Issues

Styles

Use the appropriate paragraph styles as provided by the Spec Template.

Use of Nonbreaking Space

The non-breaking space is used to prevent a line break from separating two words when they fall at the end of a line. To insert a non-breaking space, hold down both the Ctrl+Shift keys and press the Space Bar.

Use the non-breaking space:
♦ between numerals and units;
♦ between the parts of a two-word unit abbreviation (e.g., cu. yd.);
♦ between the words “Section,” “Item,” and “Article” and accompanying number;
♦ between the letter and the number of ASTM & AASHTO specs; and wherever else needed to keep a numeral with an accompanying word (e.g., July 4).
Section 4

Abbreviations and Symbols

Acceptable Abbreviations

Always check Section 1, of the FDOT Specifications, “Definition and Terms,” for acceptable abbreviations. If an abbreviation is not defined in Section 1, then in your document, spell it out first, followed by the abbreviation in parentheses; abbreviations are acceptable thereafter.

Unit Abbreviations and Symbols

Use abbreviations for names of units only after numerical values, for example 25 ft., 12 in., or 300 cu. yd. Always leave a space between the number and abbreviated unit.

Names of units are written out when shown without numeric values. Linear measurements do not require the use of the word “linear”; refer simply to inches, feet, or yards.

The following table lists acceptable abbreviations for units of measurement and other common terms. Note that some abbreviations include periods and others do not.

<table>
<thead>
<tr>
<th>Abbreviations</th>
<th>When used in…</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Text</td>
</tr>
<tr>
<td>degree</td>
<td>degree.</td>
</tr>
<tr>
<td>Fahrenheit (see “Temperature” below)</td>
<td>°F</td>
</tr>
<tr>
<td>Celsius (see “Temperature” below)</td>
<td>°C</td>
</tr>
<tr>
<td>inch</td>
<td>inch.</td>
</tr>
<tr>
<td>foot</td>
<td>foot.</td>
</tr>
<tr>
<td>yard</td>
<td>yard</td>
</tr>
<tr>
<td>square inch</td>
<td>square inch.</td>
</tr>
<tr>
<td>square foot</td>
<td>square foot</td>
</tr>
<tr>
<td>square yard</td>
<td>square yard</td>
</tr>
<tr>
<td>cubic inch</td>
<td>cubic inch</td>
</tr>
<tr>
<td>cubic foot</td>
<td>cubic foot.</td>
</tr>
<tr>
<td>cubic yard</td>
<td>cubic yard.</td>
</tr>
<tr>
<td>gallon per minute</td>
<td>gpm</td>
</tr>
<tr>
<td>gallon(s)</td>
<td>gal.</td>
</tr>
<tr>
<td>liter</td>
<td>L</td>
</tr>
<tr>
<td>milliliter</td>
<td>ml</td>
</tr>
<tr>
<td>millimeter (NOTE: no centimeters)</td>
<td>mm</td>
</tr>
<tr>
<td>greater than</td>
<td>greater than</td>
</tr>
<tr>
<td>less than</td>
<td>less than</td>
</tr>
</tbody>
</table>
## Abbreviations

<table>
<thead>
<tr>
<th>Units</th>
<th>When used in…</th>
<th>Text</th>
<th>Figures &amp; Tables</th>
</tr>
</thead>
<tbody>
<tr>
<td>greater than or equal to</td>
<td>greater than or equal to</td>
<td>≥</td>
<td></td>
</tr>
<tr>
<td>less than or equal to</td>
<td>less than or equal to</td>
<td>≤</td>
<td></td>
</tr>
<tr>
<td>hertz</td>
<td>Hz</td>
<td>Hz</td>
<td></td>
</tr>
<tr>
<td>kilowatt</td>
<td>kw</td>
<td>kw</td>
<td></td>
</tr>
<tr>
<td>meter</td>
<td>m</td>
<td>m</td>
<td></td>
</tr>
<tr>
<td>kilometer</td>
<td>km</td>
<td>km</td>
<td></td>
</tr>
<tr>
<td>mile(s)</td>
<td>mi.</td>
<td>mi.</td>
<td></td>
</tr>
<tr>
<td>miles per hour</td>
<td>MPH</td>
<td>MPH</td>
<td></td>
</tr>
<tr>
<td>minus</td>
<td>minus</td>
<td>–</td>
<td></td>
</tr>
<tr>
<td>second</td>
<td>sec.</td>
<td>sec.</td>
<td></td>
</tr>
<tr>
<td>minute</td>
<td>min.</td>
<td>min.</td>
<td></td>
</tr>
<tr>
<td>number</td>
<td>No.</td>
<td># or No.</td>
<td></td>
</tr>
<tr>
<td>per</td>
<td>per</td>
<td>/</td>
<td></td>
</tr>
<tr>
<td>percent</td>
<td>%</td>
<td>%</td>
<td></td>
</tr>
<tr>
<td>plus</td>
<td>plus</td>
<td>+</td>
<td></td>
</tr>
<tr>
<td>plus or minus</td>
<td>plus or minus</td>
<td>±</td>
<td></td>
</tr>
<tr>
<td>weight</td>
<td>wt.</td>
<td>wt.</td>
<td></td>
</tr>
<tr>
<td>gram(s)</td>
<td>g</td>
<td>g</td>
<td></td>
</tr>
<tr>
<td>kilogram(s)</td>
<td>kg</td>
<td>kg</td>
<td></td>
</tr>
<tr>
<td>pound(s)</td>
<td>lb.</td>
<td>lb.</td>
<td></td>
</tr>
<tr>
<td>pounds per square inch</td>
<td>psi</td>
<td>psi</td>
<td></td>
</tr>
<tr>
<td>ton</td>
<td>ton</td>
<td>ton</td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:** Only use unit abbreviations in text when preceded by a numeral.
Temperature

When describing temperature, do not include a space between the number and degree symbol or between the degree symbol and the abbreviation. Do not use a superscript “o” in place of the degree symbol.

**EXAMPLES:**

<table>
<thead>
<tr>
<th>Correct:</th>
<th>Incorrect:</th>
</tr>
</thead>
<tbody>
<tr>
<td>heat to 30°F</td>
<td>heat to 30 °F</td>
</tr>
<tr>
<td></td>
<td>heat to 30° F</td>
</tr>
</tbody>
</table>

Percent Symbol with Number

Do not include a space between the number and the percent symbol.

**EXAMPLES:**

<table>
<thead>
<tr>
<th>Correct:</th>
<th>Incorrect:</th>
</tr>
</thead>
<tbody>
<tr>
<td>30% by weight</td>
<td>30 % by weight</td>
</tr>
</tbody>
</table>

Abbreviation at End of Sentence

When an abbreviation ends a sentence, use only one period.

**EXAMPLES:**

<table>
<thead>
<tr>
<th>Correct:</th>
<th>Incorrect:</th>
</tr>
</thead>
<tbody>
<tr>
<td>trench exceeds 5 ft.</td>
<td>trench exceeds 5 ft..</td>
</tr>
</tbody>
</table>
Section 5
Numerals

General

Use numerals for all numbers, except for the following:

♦ Spell out numbers at the beginning of sentences.

♦ When numbers are used to define both quantity and size, use the written word for the quantity (e.g., three and a half-inch holes).

♦ Use the word “one” if “single” or “each” could just as easily be used (“in one operation” vs. “in a single operation”). As a general rule, spell out the words for numbers “one thru ten” unless it is followed by a unit of measurement or is truly intended as a quantity (e.g., “within 1 hour” or “provide 1 bolt for each hole”). Use integers for numbers 11 and greater.

Decimals

Express decimals in numerals (e.g., 6.235). For quantities less than 1, use a 0 before the decimal point (e.g., 0.235).

Time and Date

Express clock times and dates in numerals (e.g., 2:10 P.M.). Exceptions to this are the use of the words “noon” and “midnight.” For example, use “noon” rather than “12 noon,” “12:00,” or “12:00 P.M.”

Omit ordinal designators (e.g., “th”) from dates.

Examples:

<table>
<thead>
<tr>
<th>Correct</th>
<th>Incorrect</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 15, 1992</td>
<td>June 15th, 1992</td>
</tr>
</tbody>
</table>

Unneeded Zeros

Omit unneeded zeros in time and money references.

Examples:

<table>
<thead>
<tr>
<th>Correct</th>
<th>Incorrect</th>
</tr>
</thead>
<tbody>
<tr>
<td>$200</td>
<td>$200.00</td>
</tr>
<tr>
<td>9 P.M.</td>
<td>9:00 P.M.</td>
</tr>
</tbody>
</table>
Fractions

Determine whether it is technically correct to use fractions or decimals.

Create fractions using a slash mark, not with the word processor’s fraction symbol.

**Examples:**

<table>
<thead>
<tr>
<th>Correct</th>
<th>Incorrect</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/2</td>
<td>½</td>
</tr>
</tbody>
</table>

When expressing a number composed of a whole number and a fraction, include a dash between the whole number and the fraction (e.g., 1-1/2).

Commas with Numbers

In most numbers of 1,000 or greater, commas should be used between groups of three digits, counting from the right. This includes numbers less than 10,000.

**Examples:**

<table>
<thead>
<tr>
<th>Correct</th>
<th>Incorrect</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,300 psi</td>
<td>1300 psi</td>
</tr>
</tbody>
</table>

Exceptions to this rule are page numbers, addresses, years, and decimal fractions less than 1.
Section 6
Punctuation and Grammar

Series Commas

When a conjunction (“and” or “or”) joins the last 2 elements in a series of 3 or more, always use a comma before the conjunction.

Examples (underlining added to relevant conjunctions):
- Protect trees, shrubs, and other landscape features specifically designated by the Engineer for preservation from abuse, marring, or damage during construction operations.
- Plug all abandoned storm sewers, culverts, sanitary sewers, conduits, and water or gas pipes over 3 inches in diameter.

Semicolons

Semicolons are used if items in a series contain commas within them.

Example:
- This price is full compensation for excavating and backfilling; constructing, furnishing, and installing the ground boxes and concrete aprons when required; and labor, equipment, materials, tools, and incidentals.

Note that in such a series, the semicolons function as “super commas” separating the major groupings. Also note that a conjunction (in this case “and”) is needed after the final semicolon, just as it is in a series set off by commas.

Punctuation With Closing Quotation Marks

Always place periods and commas inside closing quotation marks, regardless of whether or not the period or comma is part of the quoted matter.

Example (underlining added to example punctuation):
- The work performed and materials furnished in accordance with this Item and measured as provided under “Measurement,” will be paid for at the unit price bid for “Disposal of Water Well” or “Disposal of Petroleum or Sulfur Well.”

Place other punctuation (such as exclamation marks, question marks, and dashes) inside closing quotation marks when it is part of the quoted matter; otherwise, place it outside.

Example (underlining added to example punctuation):
- Type “C,” Type “CC,” and Type “D.”

Colons and semicolons should be placed outside quotation marks. When matter ending with a colon or semicolon is quoted, the colon or semicolon is dropped.
Quotation Mark Style

Use so-called “curly” quotation marks (also called “smart quotes” in MS Word).

*EXAMPLES:*

<table>
<thead>
<tr>
<th>Correct:</th>
<th>Incorrect:</th>
</tr>
</thead>
<tbody>
<tr>
<td>“Measurement”</td>
<td>&quot;Measurement&quot;</td>
</tr>
</tbody>
</table>

*NOTE:* This does not apply to ditto marks

Spacing After Punctuation

Use only one space after all punctuation marks, including semicolons and periods at the end of sentences.

And/Or and Other Word Pairs Connected by a Slash

Do not connect words with a slash mark. Use a conjunction or, where appropriate, a hyphen.

Do not use “and/or.” Instead use the applicable conjunction (“and” or “or”).

Use “and” when all requirements apply. Use “or” when there is an option. However, the use of “or” without “and” does not always exclude the combining of the items to which the conjunction applies.

*EXAMPLE WHERE “OR” IS SUFFICIENT:*

Do not park and/or service equipment under the branches of trees marked for preservation.

In the preceding example, the use of “and/or” is unnecessary to convey the requirement that both activities (whether done together or separately) are prohibited. The word “or” is sufficient in place of “and/or” in this instance.

*EXAMPLE WHERE “AND” IS SUFFICIENT:*

Conformance to the plans and/or other approved drawings does not relieve the Contractor of the responsibility for providing proper fit of components.

In the preceding example, no one would argue that the Contractor would be relieved of the responsibility for providing proper fit if he only conformed to the plans and not to “other approved drawings.” The word “and” is sufficient in place of “and/or” in this instance.

When it is necessary to state explicitly that two or more options together or separate meet the criterion, then wording such as “this, that, or both” may be appropriate.

*EXAMPLE:*

Mark each length with the manufacturer’s name, trademark, or both.
Indicating Both Singular and Plural

Do not use an “s” or other letters in parentheses — “(s)” — at the end of a word to indicate both singular and plural forms. In most cases, the plural form alone will suffice.

**EXAMPLES:**

<table>
<thead>
<tr>
<th>Correct</th>
<th>Incorrect</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pick up materials at the locations and times set out in the General Notes and Specification Data Sheets.</td>
<td>Pick up materials at the location(s) and time(s) set out in the General Notes and Specification Data Sheet(s).</td>
</tr>
<tr>
<td>Coat threads of anchor bolts with pipe joint compound before installation of the nuts.</td>
<td>Coat threads of anchor bolts with pipe joint compound before installation of the nut(s).</td>
</tr>
</tbody>
</table>

*NOTE:* In the second example, since “bolts” is plural, the singular, “nut,” would not even be applicable.

If necessary for clarity, indicate both the singular and plural as shown in the following examples.

**EXAMPLES:**

<table>
<thead>
<tr>
<th>Correct</th>
<th>Incorrect</th>
</tr>
</thead>
<tbody>
<tr>
<td>The sign assembly consists of the sign or signs, sign supports, foundations, and associated mounting hardware.</td>
<td>The sign assembly consists of the sign(s), sign support(s), foundation(s), and associated mounting hardware.</td>
</tr>
<tr>
<td>One or more test panels will be required before approval of the mix design.</td>
<td>Test panel(s) will be required before approval of the mix design.</td>
</tr>
</tbody>
</table>

Hyphenation of Number or Letter Modifiers

Always use a hyphen as part of a letter or number modifier (e.g., “9-inch. nail” or “A-frame structure”).

If a number modifier precedes a two-word unit abbreviation, such as “sq. ft.,” then use a hyphen only after the number.

**EXAMPLES:**

<table>
<thead>
<tr>
<th>Correct</th>
<th>Incorrect</th>
</tr>
</thead>
<tbody>
<tr>
<td>100-sq. ft. area</td>
<td>100-sq.-ft. area</td>
</tr>
</tbody>
</table>

Parallel Structure

Always use parallel structure. Parallel structure is the use of the same pattern of words to show that two or more ideas have the same level of importance. This applies at the word, phrase, clause, and list levels. Parallel structures are usually joined with the coordinating conjunctions “and” or “or.”

**EXAMPLES:**

<table>
<thead>
<tr>
<th>Correct (parallel):</th>
<th>Incorrect (not parallel):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide a finished asphalt cement-latex additive blend that is smooth, homogeneous, and in compliance with the requirements in Table 2.</td>
<td>Provide a finished asphalt cement-latex additive blend that is smooth, homogeneous, and complies with the requirements in Table 2.</td>
</tr>
</tbody>
</table>
Mixed Units

Mixed-unit measurements are represented as shown in the following table.

<table>
<thead>
<tr>
<th>Type of Mix</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>abbreviated units</td>
<td>2 ft. 5 in.</td>
</tr>
<tr>
<td>tick marks or other symbols</td>
<td>2' 5&quot;</td>
</tr>
</tbody>
</table>

Separate inches and feet with non-breaking spaces.
Section 7

Capitalization

General

Be consistent with capitalization within specifications. Use capitals when referring to Section titles. Use capitals for proper nouns.

Any title defined in Section 1 should be capitalized and in addition, the following:

<table>
<thead>
<tr>
<th>Word or Term</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Article</td>
<td>when referring to the numbered prime subdivision of a Section of the specifications.</td>
</tr>
<tr>
<td>Contract</td>
<td>when referring to the entire and integrated agreement setting forth the obligations between the Department and other parties thereunder and supersedes all prior negotiations, representations, or agreements, either written or oral.</td>
</tr>
<tr>
<td>Contractor</td>
<td>when referring to the individual, firm, joint venture or company selected by the department, to perform the work.</td>
</tr>
<tr>
<td>Department</td>
<td>when referring to the State of Florida Department of Transportation</td>
</tr>
<tr>
<td>Developmental Specification</td>
<td>when referring to a specification developed around a new process, procedure or material</td>
</tr>
<tr>
<td>District</td>
<td>when referring to the Districts of FDOT</td>
</tr>
<tr>
<td>Division</td>
<td>when referring to any of the three main parts of the FDOT Specifications Book</td>
</tr>
<tr>
<td>Engineer</td>
<td>when referring to the Director of the Office of Construction acting directly or through duly authorized representatives</td>
</tr>
<tr>
<td>Engineer of Record</td>
<td>when referring to the Professional Engineer or Engineering Firm registered in the State of Florida that develops the criteria and concept for the project, performs the analysis, and is responsible for the preparation of the Contract Documents.</td>
</tr>
<tr>
<td>Highway, Street or Road</td>
<td>when referring to the name of a public way for purposes of vehicular travel</td>
</tr>
<tr>
<td>Section</td>
<td>when referring to a numbered prime division of the FDOT Specifications</td>
</tr>
<tr>
<td>Special Provision</td>
<td>when referring to specific clauses adding to or revising the standard Specifications</td>
</tr>
<tr>
<td>Technical Special Provisions</td>
<td>when referring to specifications prepared, signed, and sealed by an Engineer registered in the State of Florida</td>
</tr>
<tr>
<td>Subarticle</td>
<td>when referring to the headed and numbered subdivision of an Article of a Section</td>
</tr>
</tbody>
</table>
Hyphenated Words in Titles

When a hyphenated word appears in a title, capitalize nouns and proper names, but not other words that follow the first word of the hyphenated term.

Examples:

Four-Wheel
Non-English-speaking
Air-driven
Medium-sized
Section 8
Tables

Tables

Tables are created using the autofit to window option, provided in Microsoft Word.

Tables should be numbered. Table numbers are centered above the table title. The table numbering sequence begins anew with each new Section or specification.

**Examples:**

“Table 1,” “Table 2,” etc.

Table titles are centered below the table number and above the table itself.

**Example:**

<table>
<thead>
<tr>
<th>Table 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rapid Curing Cutback Asphalt</td>
</tr>
</tbody>
</table>

Tables may be created with or without lines. Use tables for all tabular material; never use tabs to set up columns of text or figures.

Table Adjustments

Tables are created using the autofit to window option, provided in Microsoft Word.

Adjust column widths as necessary. Merge and split cells as necessary.

Standard table font size is 12 points. Reduce font size if necessary. Nine points is the minimum font size and is used for explanatory notes found below tables.

As a norm, do not allow tables to break across pages. Exceptions to this would be when the table is more than one page in length. In that case, repeat the header row at the top of the continuation, on each page. Click on “Table” from the tool bar, select “Table Properties” then deselect the tab for “Allow row to break across pages”.

Referencing Tables

Every numbered table must be referenced in the accompanying text. Tables should appear in the order they are referred to, no matter how fleeting the reference.

When referring to a table, use the table number. Reference to the table title is optional, but when referring to the title, place quotation marks around it in the reference.

**Examples:**

…see Table 2.

…in accordance with Table 4, “Rapid Curing Asphalt.”
Section 9

Wording of Articles

Introduction

The examples provided in this section are generic in nature. Each specification may require some modification for customization.

Active Voice and Imperative Mood

Use the active voice instead of the passive voice for Division II specifications whenever possible, except where noted below.

Use the imperative mood for instructions directed to the Contractor.

Examples:

- Furnish and install high strength fasteners for structural connections…
- Meet the requirements of Item 264, “Lime and Lime Slurry.”
- Furnish two copies of the completed material identification form to the Engineer…
- Consult with the appropriate utility company before beginning work.
- When using mineral filler, provide an additional bin.
- Heat the sealants in a double-jacketed heater using heat transfer oil so that…

Use the indicative mood for conveying information.

Examples:

- Salvaged materials remain the property of the State.
- Wood forms may be used for curves and transitions.
- A day’s paving is defined as…
- A Daily Average Profile Index is a roughness value obtained by averaging…
- Computer printouts for design calculations will not be acceptable unless accompanied by…
- Radial cracks from the grout injection holes will be considered the result of improper injection techniques.
- This Item will be measured by the square yard…
- This price is full compensation for…

Description Articles

For Description Articles, use active voice and imperative mood.

Example:

XXX-X Description.

Excavate, remove, use, or dispose of material.
Material Articles

For Material Articles, use active voice and imperative mood.

*EXAMPLE:*

XXX-X *Materials.*

Meet the following requirements:

- Fine Aggregate…………………..Section 902
- Portland Cement……………..…..Section 921
- Water………………………….…Section 923 or

XXX-X *Materials.*

Meet the requirements of Section 987. or Subarticle:

XXX-X.1 *Commercial and Local Materials:* Meet the requirements of Section 914 for the particular type of stabilizing material to be used.

*NOTE:* The reference list is not required and is shown for example only.

Equipment Articles

For Equipment Articles, use active voice and imperative mood.

*EXAMPLE:*

XXX-X *Equipment.*

- Provide equipment meeting the requirements of 200-3. or
- Provide a milling machine capable of maintaining……… or
- Use blending equipment that is designed for ………. or Subarticle:

XXX-X.1 *Power Broom:* Provide a power broom for cleaning ………or

*Mixing Equipment:* Use mixing equipment for asphalt….or

*General:* Obtain the Engineer’s approval of the equipment and tools to be used for………..

Construction Articles

For Construction Articles, use active voice and imperative mood.

*EXAMPLE:*

XXX-X *Construction.* Apply water at a uniform rate and in the required quantity.
Measurement Articles

For Measurement Articles, use the passive voice to describe how measurement will be made.

*Example:*

XXX-X Method of Measurement.

The quantity to be paid for will be the area, in square yards, completed and accepted. 

*Note:* Do not use the term “complete in place” in the Measurement Article.

For plans quantity measurement, use the wording shown in the following example at the end of the Measurement Article.

*Example:*

The quantity to be paid for will be the plan quantity, in square yards shown in the proposal, unless modified by Article 9-8, “Acceptance and Final Payment.” Additional measurements or calculations will be made if adjustments of quantities are required.

Note that the above examples are not standard language for use in every case. Additional details may be needed to clarify specific materials or work.

Basis of Payment Articles

For Basis of Payment Articles, use the passive voice to describe how payment will be made.

*Example:*

XXX-X Basis of Payment.

Price and payment will be full compensation for all work specified in this Section, including furnishing and operating equipment, labor, fuel, materials, tools, and incidentals.

XXX-X Basis of Payment.

The work specified in this Section will not be paid for directly, but will be considered as incidental work.

Note that the above examples are not standard language for use in every case. Additional details may be needed to clarify specific materials or work.
Section 10

Other Wording

Introduction

Examples provided are generic in nature. Each specification may require some modification for customization.

Use of “Department”

Always use “Department” when referring to FDOT.

Use of “will”

Use “will” when the statement is directed to the Engineer — “the Department will” — or when it is understood that the responsibility is FDOT’s.

EXAMPLE:

General Requirements: Meet the requirements specified in Division III as modified herein. The Engineer will base continuing approval of material sources on field performance. The Department will have a Contractor qualified to perform………..

Quantity vs. Amount

Use quantity when referring to materials. Use amount when referring to dollars.

Use of “incidentals”

Use “incidentals” in the “Basis of Payment” Article only as shown in the following examples:

EXAMPLES:

XXX-X Method of Measurement.

The work performed, materials furnished, equipment, labor, tools, and incidentals will not be measured or paid for directly but will be subsidiary to bid items of the Contract.

XXX-X Basis of Payment.

XXX-X.1 Cement Treated Permeable Base: Price and payment will be full compensation for work specified in this Section, including furnishing all labor, materials (including the Cement Treated Permeable Base material, geotextile, and subdrainage pipe), tools, equipment, and incidentals, necessary to complete the work.
Use of “conformance” and “conform”

Use “conformance” and “conform” for adapting to prevailing standards or customs. Use “Conformance” for more generic reference statements as shown in the examples below. Use “in accordance with” when referring to specific Sections, Articles, test procedures, and reference materials, as explained under “Cross-References” later in this document.

**EXAMPLES:**

- Conformance to the plans and other approved drawings does not relieve the Contractor of the responsibility for providing proper fit of components.
- Apply sheeting to sign blanks in conformance with the recommended procedures of the manufacturer of the sheeting.

Use of “pertinent”

Use “pertinent” for stating or attaching relevant information.

**EXAMPLES:**

- When excavated materials, including topsoil, are used in constructing the required roadway sections, payment for placement is made under the pertinent placement specification.

**XXX-X. Measurement and Payment.** No direct compensation will be made for the installation of bolts or fasteners. Payment is incidental to the pertinent Items requiring the use of high-strength bolts.
Use of “shown on the plans”

The phrase “as shown on the plans” and variations of it are needed when an item may be directed or detailed in the field during construction, or when essential information is needed to clarify for bidding purposes. When the phrase is used because direction may be given in the field, add “…or as directed.” (The phrase “by the Engineer” is not needed.)

**EXAMPLE 1:**

**XXX-X. Method of Measurement.**

The quantity to be paid for will be plan quantity, in place and accepted. The plan quantity will be measured from the inside wall of the structure as shown on the plans, along the centerline of the pipe/channel.

**EXAMPLE 2:**

Where splices are authorized, rigidly clamp the bars or tie them in a manner meeting the Engineer’s approval. Use the splice length as shown on the plans.

**EXAMPLE 3:**

…in conformity with the required lines, grades, and typical cross-sections shown on the plans or as directed.

**IMPORTANT NOTE:** This example wording does not include discussion of the phrase “unless otherwise shown on the plans.” (See following subheading.)

Use of “unless otherwise shown on the plans”

Use the phrase “unless otherwise shown on the plans” when necessary for flexibility.

**EXAMPLE:**

Use only Class B markers unless otherwise shown on the plans.

Use of “as approved by the Engineer”

It is understood that the Engineer has authority to approve work and equipment in accordance with Section 5, “Control of Work.” There is a concern that Contractors and Engineers may interpret the phrase “as approved by the Engineer” to mean that FDOT only has latitude when the phrase is included. This is not the case. The Engineer has the authority regardless of the inclusion of the statement. Therefore, the phrase “as approved by the Engineer” is unnecessary.

In cases where the Engineer’s judgement is specifically required, it is still unnecessary to include the phrase “by the Engineer.”

**EXAMPLE:**

Unless otherwise approved, use a street sweeper that can remove cuttings and debris from the planed or textured pavement.
Needless Words and Jargon

Omit needless words that do not add substantive meaning. Whenever possible, choose a single word instead of a phrase. Avoid jargon.

The following table provides alternatives to common verbose phrases.

<table>
<thead>
<tr>
<th>Instead of…</th>
<th>Use…</th>
</tr>
</thead>
<tbody>
<tr>
<td>absolutely essential</td>
<td>essential</td>
</tr>
<tr>
<td>as may be necessary</td>
<td>as necessary</td>
</tr>
<tr>
<td>at a later date</td>
<td>later</td>
</tr>
<tr>
<td>enclosed herewith</td>
<td>enclosed</td>
</tr>
<tr>
<td>having</td>
<td>with</td>
</tr>
<tr>
<td>in lieu of</td>
<td>instead of</td>
</tr>
<tr>
<td>in order to</td>
<td>to</td>
</tr>
<tr>
<td>linear feet</td>
<td>feet</td>
</tr>
<tr>
<td>no greater than</td>
<td>at most</td>
</tr>
<tr>
<td>no less than</td>
<td>at least</td>
</tr>
<tr>
<td>no more than</td>
<td>at most</td>
</tr>
<tr>
<td>prior to</td>
<td>before</td>
</tr>
<tr>
<td>sufficient</td>
<td>enough</td>
</tr>
<tr>
<td>through the use of</td>
<td>by</td>
</tr>
<tr>
<td>until such time as</td>
<td>until</td>
</tr>
<tr>
<td>utilize</td>
<td>use</td>
</tr>
</tbody>
</table>

Hyphenation, Word Separation, and Standard Terminology

The following table shows some specific word hyphenations, word separations, and standard terminology to be used uniformly in the specs.

<table>
<thead>
<tr>
<th>Instead of…</th>
<th>Use…</th>
</tr>
</thead>
<tbody>
<tr>
<td>as directed by the Engineer</td>
<td>as directed</td>
</tr>
<tr>
<td>center line</td>
<td>centerline</td>
</tr>
<tr>
<td>cross section</td>
<td>cross-section</td>
</tr>
<tr>
<td>cross slope</td>
<td>cross-slope</td>
</tr>
<tr>
<td>in the plans</td>
<td>on the plans</td>
</tr>
<tr>
<td>right-of-way</td>
<td>right of way</td>
</tr>
<tr>
<td>straight edge</td>
<td>straightedge (the tool)</td>
</tr>
<tr>
<td>web site</td>
<td>website</td>
</tr>
<tr>
<td>work site</td>
<td>worksite</td>
</tr>
</tbody>
</table>
Cross-References

When referring to Sections, Articles, or Subarticles, use the wording shown in the following examples.

**EXAMPLES:**

…in accordance with Section 262
…in accordance with 262.2,
…in accordance with 262-4.1.

Never refer to a Articles or Subarticles as paragraphs.

References to more than one Section may be grouped into a list. Do what is best for the specification and be specific when you can.

**EXAMPLE:**

…to the pertinent requirements of the following Items:

**XXX-X Materials.**

Meet the following requirements:

- Portland Cement Concrete.......................... Section 346
- Reinforcing Steel..................................... Section 415
- Joint Materials......................................... Section 932

When referring to another Section or other standard, use the wording shown in the following examples.

**EXAMPLES (REFERENCE SUBORDINATE TO A VERB):**

The Engineer may designate certain areas of grassing constructed in accordance with Section 570 as temporary erosion control features.


…in accordance with the AASHTO publication, “A Guide for Erecting Mailboxes on Highways”.

…in accordance with the specified test method listed in 120-10.2.

…in accordance with AASHTO T-88…in accordance with the requirements contained in the Department’s Plans Preparation Manual

.. in accordance with ACI 211.1 (no year, since the most current standard is to be used)