

Contract Spec Writing Pilot Course Itinerary

Module 1 – Introduction, safety, breaks, overview, attendee learning expectations and objectives, guidebook review

Contract Spec Writing

Course description – In this course, you will be introduced to contract provisions and specification writing for design-bid-build projects. Near the end of the course in Module 6, we will briefly share Design-Build contract specifications and provisions. This course will give you the tools, references and resources to become **a proficient** writer – or at least understand how to get started and where to go!

Upon successful completion of this course participants will understand and/or appreciate:

Special Provisions are the GSPs and Project Specific Provisions ... so you cannot "create" Special Provisions. You can only create Project-Specific Provisos. The GSPs have already been created for your use!

Exercise for module 1 – (discussion) mentimeter “participant bio” questions – get to know each other

Module 2 – Types of Specifications

Learning outcomes:

A basic understanding of the different types of specifications and the questions they answer: What do I want ... or want done? How will I know if I got what I wanted? How am I measuring the work? What am I paying for? How am I paying for it?

Exercise for module 2 – participant discussion of the typical WSDOT specifications used in special provisions

Module 3 – Standard Items and Standard Specifications

Learning outcomes: An understanding of why should we use our Standard Bid Items as or “Go To” and associated resources.

Participants will have an understanding of:

Why should we use our Standard Bid Items?

- Proven - they have stood the test of time for one,
- Readily available - they are ready to use now,
- Cost efficient - they save money ...
- and they are very easy to use and

When you do not use Standard Items, you have to write Project-Specific Provisions. All project-specific provisions have to be approved by HQ Construction prior to use!

Remember, creating a non-standard item will require determining a pre-qual code for that item in EBASE. Also, these pre-qual codes determine which contractors are qualified to bid on the project as the prime.

Exercise for module 3 – participant discussion of benefits of using Standard Bid Items and where to access resources

Module 4 – General Special Provisions (GSPs)

Learning outcomes:

Understanding that the Spec Book is updated yearly, Amendments no longer exist, and Existing Standard Specifications and General Special Provisions are preapproved for use!

Any changes to these:

- Revision
- Deletion
- Replacement or
- Supplement

Requires approval by HQ Construction!

Region Special Provisions and APWA specs will also be discussed.

Exercise for module 4 – TBD

Module 5 – Project-Specific Specification Development

Learning outcomes:

Enhancing your knowledge of the Standard Specifications will help you understand all of these questions – it is **your first “go to” specification reference tool!!!**

Also a greater understanding of the Standard Specification will help you know when:

- **NOT to write** specifications for items already covered by the Standard Specs
- **TO write** a specification for an item not covered by the Standard Specs and follow the spec book format

Understand **A well-written specification** provides answers to the following questions:

- What is the purpose? Furnish and install? Wash and paint?
- How will I judge if the end result is what I wanted?
- Am I measuring parts or the whole? Is the method of measurement clearly defined, so I know how to measure it?
- What am I paying for and how?

Your tools, references and resources

Exercise for module 5 – TBD

Module 6– Design-Build

Learning outcomes:

This module is just to give you a flavor of the overall design-build process, your references, resources and contacts.

Exercise for module 6 – None

Module 7 – Cautions, Suggestions and Advice – ASCEs and ASDEs

Learning outcomes:

Our WSDOT Assistant State Construction Engineers and Assistant State Design Engineers are one of the keys to successful projects. They participate in and review our projects – which are a significant number!

You have been given a lifetime of cautions, tips and advice throughout this module – learn from them use them liberally!

Exercise for module 7 – None

Module 8 – Putting it All Together – Review

Learning outcomes:

Our WSDOT Assistant State Construction Engineers and Assistant State Design Engineers are one of the keys to successful projects. They participate in and review our projects – which are a significant number!

You have been given a lifetime of cautions, tips and advice throughout this module.

Exercise for module 8– You pick your favorite piece of advice and share why you selected it!

Your thoughts and outstanding needs?

Learning outcomes:

Know your:

- **Plans**
- **References**
- **Resources**

Are you interested in a “follow-up” questions and answers session?

- **Group MS Teams meeting**
- **Individual meeting**

Exercise for module 8 – Share one thing you REALLY liked and one you did not for the good of the order!

CLASS AGENDA

Contract Spec Writing Class March 9 and 10

Day #1 (3 hours)

Module 1 – Introduction & Overview

Module 2 – Types of Specifications

Module 3 – Standard Items and Standard Specifications

Module 4 – General Special Provisions

Module 5 – Project-specific Provisions Development – first half

Day #2 (3 hours)

Module 5 – Project-specific Provisions Development – second half

Module 6 – Design-build

Module 7 – Cautions, Suggestions and Advice – ASCEs and ASDEs

Module 8 – Putting it All Together Review and Class Wrap-up

CONTRACT SPEC WRITING Module 1



CONTRACT PROVISIONS

Introduction



Module 1 Contract Provisions Introduction

In this course, you will be introduced to WSDOT Special Provisions – which are a combination of Contract Provisions and Project-specific Provisions for design-bid-build projects.

For our Local Agency Partners attending this class, please understand that the training focuses on WSDOT processes and references. This specific course also provides local agency materials and references. If local agencies have specific process questions – reach out to your **Local Programs Engineer!**

Near the end of the course in Module 6, we will briefly share Design-Build contract specifications and provisions.

notes

Contract Spec Writing Course Modules

Module 1 Contract Provisions Introduction	Module 5 Project-specific Provisions Development
Module 2 Types of Specifications	Module 6 Design-Build
Module 3 Standard Items and Standard Specifications	Module 7 Cautions, Tips and Advice – ASCEs and ASDEs
Module 4 General Special Provisions	Module 8 Putting it All Together Review

Module 1 Contract Provisions Introduction

This contract spec writing course consists of eight modules. The title for each module in this slide gives you a good idea of what will be covered!

notes

Outcome of THIS Course for YOU!!!

Guidance provided will help you write:

- Consistently clear
- Concise
- Complete
- Well formatted



Most Excellent Specs!

WSDOT

Module 1 Contract Provisions Introduction

This course will give you the tools, references and resources to become a proficient spec writer – or at least understand how to get started and where to go!

notes

Course Learning Outcomes

- **How critical Contract Provisions are**
- **When to create Project-specific Provisions**
- **How to create Project-specific Provisions**
- **When and why to **NOT** create Project-specific Provisions**

Module 1 Contract Provisions Introduction

Upon successful completion of this course you will understand and/or appreciate the bullets on this slide. If you have any questions at the end of this course ... ASK!!!

notes

What is in it for you?

- Understanding **risk** that comes with:
 - Unnecessary Contract Provisions or
 - Poorly crafted Project-specific Provisions
- **Biddable and buildable Contracts and Contract Provisions**
- Available resources



Module 1 Contract Provisions Introduction

This course will help you understand and/or appreciate the value of:

- When to NOT write a project-specific provision
- Eliminating poorly crafted project-specific provisions
- How critical biddable and buildable contracts are ... and
- Your available resources ... at your fingertips!!!

notes

Contract Spec Writing Design Bid Build Introduction

Instructor
Expectations
Restrooms
Breaks / Safety



Module 1 Contract Provisions Introduction

Ask questions – use the chat box or go ahead and raise your hand.

Contribute – we have an amazing opportunity with the online experience by having several regions and different specialty groups attending to get their perspective and questions!

Contract Specifications - Course Description

... a journey into the development of project contract specifications. You are given the background why contract specifications are **CRITICAL** to developing **SUCCESSFUL** projects. Contract specification development is shared via guided discussion and exercises that emphasize the importance of contract specifications. Content includes information to help you write: consistently clear, concise, complete and well formatted **Contract Specifications!**

Course Learning Outcomes

Upon successful completion of this course you will understand and/or appreciate:

- How critical contract specifications are
- When to create project-specific special provisions
- When to **NOT** create special provisions
- How to create special provisions
- Risk that comes with poorly crafted or unnecessary special provisions
- Biddable and buildable contract specifications
- Available resources



Darlene Sharar

35+ years of experience

WSDOT, local agencies and private sector

Among the early roundabout experts

Module 1 Contract Provisions Introduction – Lynn and Steve too!

Darlene Sharar - Over 35 years of varied technical transportation engineering experience with WSDOT, local agencies and the private sector; including development of WSDOT project and contracts. Consistent track record of providing outstanding customer service with excellent team building and leadership skills. Professional experience at the federal, state and local government levels in: public outreach, project delivery, problem solving, and multi-project and agency coordination, conceptualizing and implementing business change.

Darlene is a “Jane of all Trades” in the technical transportation-engineering field. She was the first WSDOT roundabout expert and a former traffic-engineering trainer. She understands the many languages of the various specialty groups that are critical to successful project development from long range planning through maintenance. In the past, she has served as a lead for several design manual chapters, including the first roundabout chapter, and LAG Manual author. Grant writer, with over \$20 million in awards

She thrives in a fast paced, team environment that provides opportunities for continued professional growth. She is excited to rejoin WSDOT as a design trainer, passionate about sharing her experience and learning from others.

Design-Bid-Build

Design-Build

In this course, you will be introduced to **Contract Provisions and Project-specific Provision writing for design-bid-build projects. Reasons why design-build is not included are touched on throughout.**

Near the end of the course in Module 6, we will briefly share design-build Contract Provision and process differences.



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Module 1 Contract Provisions Introduction

Design-bid-build and Design-build are how we bid the vast majority of WSDOT contracts. DBB and DB are different animals ... this spec writing course focuses on DBB – but will touch on DB.

notes

Contract Documents

Today's Class



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Module 1 Contract Provisions Introduction

A separate course will cover the preparation of Contract Plans.

Today's class covers the Standard Specifications and Contract Provisions that are prepared for **every project!**

Your link to all WSDOT Manuals:

<https://wsdot.wa.gov/publications/manuals/index.htm>

notes

Purpose of This Class

Examine the make-up of Contract Provisions:

- Plans Prep Manual (PPM) Division 6

Special Provisions:

- WSDOT General Special Provisions (GSPs)
- American Public Works Association (APWA) GSPs
- Region Special Provisions (RSPs)
- Local Agency Special Provisions
- Project-specific Provisions

Module 1 Contract Provisions Introduction

Today we will examine the make-up of Special and Project-specific Provisions.

notes

Contract Provisions

Key takeaway ... are the heart of each contract!

The Contract Provisions specify:

- Work to be done
- Material requirements
- Construction requirements
- Method of measurement
- Method of payment



Module 1 Contract Provisions Introduction

The standard spec book definition here in your notes tells you what contract provisions are.

Standard Spec Book Definition: Contract Provisions – A publication addressing the Work required for an individual project. At the time of the call for Bids, the Contract Provisions may include, for a specific individual project, the Special Provisions, a listing of the applicable Standard Plans, the prevailing minimum hourly wage rates, and an informational Proposal Form with the listing of Bid items. The proposed Contract Provisions may also include, for a specific individual project, the Required Contract Provisions Federal-aid Construction Contracts, and various required certifications or declarations. At the time of the Contract execution date, the Contract Provisions include the proposed Contract Provisions and include any Addenda, a copy of the Contract Form, and a copy of the Proposal Form with the Contract prices and extensions.

notes

SOO ... What ARE Contract Provisions?



Module 1 Contract Provisions Introduction

Contract Provisions are defined in Section 1-01.3 of the Standard Specifications here in your notes.

A publication addressing the Work required for an individual project.

At the time of the call for Bids, the Contract Provisions may include:

- Project-specific Provisions
- A listing of the applicable *Standard Plans*
- Prevailing minimum hourly wage rates
- An informational Proposal Form with the listing of Bid items
- Various required certifications or declarations

notes

Contract Provisions

- 1. Notice to Plan holders
 - 2. Table of Contents
 - 3. ~~Amendments~~ (Sept. 2019)
 - 4. Special Provisions**
 - 5. Boring Logs
 - 6. Federal-Aid Provisions **
 - 7. Prevailing Minimum Hourly Wage Rates
 - 8. Proposal (info copy)
 - 9. Appendices to the Special Provisions
 - 10. Forest Service Provisions **
 - 11. Railroad Insurance Form **
 - 12. Other Documents
- ** if applicable

PPM Division 6 – 600.01(1)

Module 1 Contract Provisions Introduction

The listing in this slide shows what contract provisions are. In this class we are focusing on item 4 – Special Provisions!

notes

What IS a Special Provision?



Special Provisions are a combination of:

- General Special Provisions
- Region Special Provisions
- Project-specific Provisions
- Local Agency Provisions

PPM 600.01(1)#4 ... Special Provisions



Module 1 Contract Provisions Introduction


There is nothing scary here - Special Provisions are Contract Provisions and **most are written for you**. You only write the Special Provisions that are Project-specific Provisions!

Remember General Special Provisions, Region Special Provisions, Local Agency and Project-specific Provisions all **supplement or revise** the Standard Spec Book and follow that same format!

notes

Why Provisions are Important

To Share a Few Things:

- **Legal contract** 
- **How the owner (Contracting Agency) creates successful projects by:**
 - Providing clear information to many
 - Minimizing
 - † Change orders
 - † Claims
 - Assigning risks

Module 1 Contract Provisions Introduction

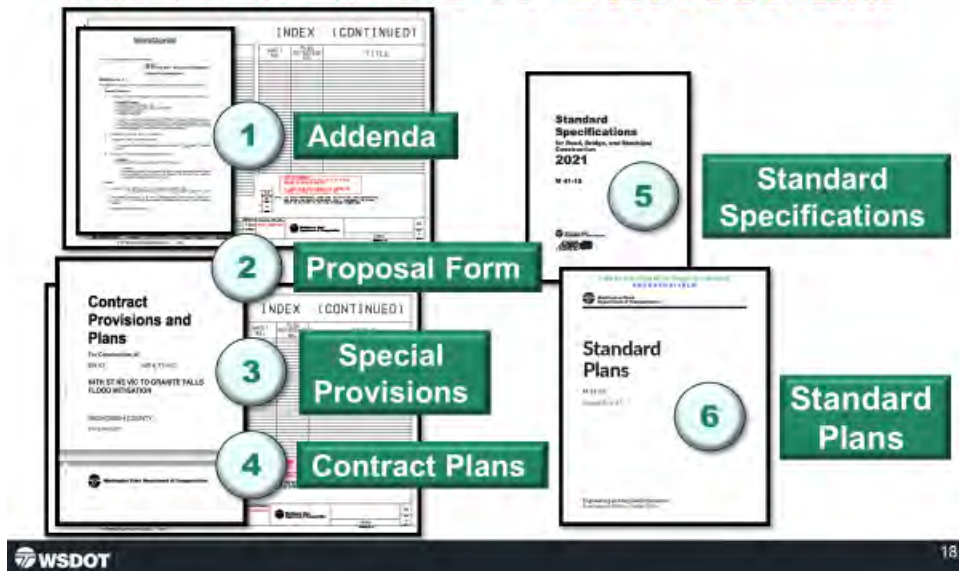
This can be a dry subject ... **BUT** ... it is extremely important!

As we step through the modules, you should find a few take away reasons why spec writing is one of the keys to successful projects.

- The reason that the Special Provisions are key to project success is because they override almost every other contract document.
- This is the most important thing you can learn! Understand Special Provisions override the contract plans, Spec Book **AND** standard plans.

notes

UNDERSTANDING ORDER OF PRECEDENCE IS CRITICAL!!!



Module 1 Contract Provisions Introduction

When discrepancies occur between various contract documents, the Order of Precedence says what will prevail over what. You can bet the contractors building our projects certainly do understand this order and we need to also! This is shown in Standard Specification Section 1-04.2.

1. **Addenda** (#1) plural for Addendum (revisions to contract documents after a project is advertised) takes precedence over all other items.
2. **Proposal Form** (#2) is Proposal Form is completed by the Contractor, with: bid prices and extensions; the Subcontractor list; Signature page; Declaration of Non-Collusion and Certification for Federal-Aid Contractors. The proposal from takes precedence over Special Provisions. Maybe 10% of time is spent on the Engineers Contract Estimate. The Contractor's Proposal takes precedence over all the previously mentioned items.
3. **Special Provisions** (#3) take precedence over Contract Plans and all previous information ... it is **VERY IMPORTANT** to understand this. **70%** of time is spent on **Contract Plans** and only **20%** on **Special Provisions** ... the **Special Provisions over-ride Contract Plans**. What do you think the significance of this is? Special provisions include: General Special Provisions, Region Special Provisions and project-specific Special Provisions.
4. **Contract Plans** (#4) take precedence over all WSDOT manuals and reference information.

The Standard Specs are electronic as of September 1, 2019. **There are no more Amendments for Standard Specs.**

5. **Standard Specs (#5)** takes precedence over Standard Plans – how do special provisions play into this?
6. **Standard Plans (#6)** has lowest priority – can you think of project specific details that are different?

notes	
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Order of Precedence

DESIGN-BID-BUILD		DESIGN-BUILD	
1	Addendum	1	Change Orders
2	Proposal Form	2	Design-Build Contract, excluding WSDOT Identified Betterments
3	Special Provisions	3	WSDOT Identified Betterments
4	Contract Plans	4	General Provisions (RFP Chapter 1)
5	Standard Specifications	5	Technical Requirements (RFP Chapter 2)
6	Standard Plans	6	All other Contract Documents in RFP Appendix A1
		7	Design-Builder's Proposal

Module 1 Contract Provisions Introduction

This is an example of why we are not combining teaching DDB and DB at the same time. Just look at the significant differences there in their respective order of precedence!!!

NOTE: Although change orders are not part of the order of precedence for DBB, once a project has been awarded it is now in construction, change orders do overrule all on the items noted in the order of precedence!!!

notes

Order of Precedence is ...

For **conflicting information** **within** different documents

What happens if there is conflicting
information within the same document

- Meetings and discussions
- Change orders
- Possible claims

We strive to NOT have conflicts ...

Module 1 CONTRACT SPEC WRITING/CONTRACT PROVISIONS Introduction

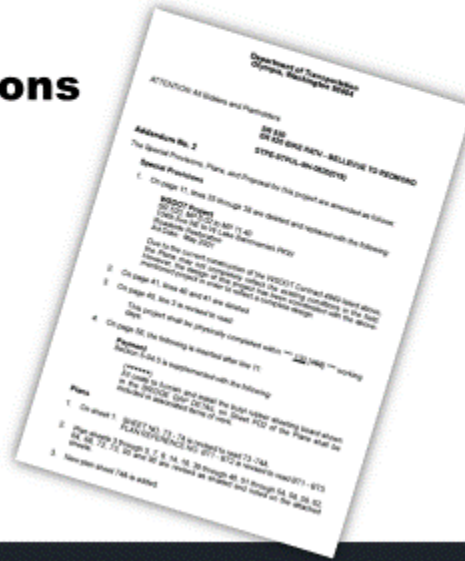
Our goal is to not have conflicting information in our contract documents!

notes

Addenda ... What Are Addenda?

Addenda are **revisions** to the plans and contract provisions that are **made during the advertising period.**

PPM 700.01(3)



Module 1 Contract Provisions Introduction

The goal is to always have **ZERO** addenda!!!

Standard Spec Book Definition:

- Addendum – A written or graphic document, issued to all Bidders and identified as an Addendum prior to Bid opening, which modifies or supplements the Bid Documents and becomes a part of the Contract.

A change made to the contract documents after the project is advertised but before the bids are opened is called an “**Addendum**”. Plural form is “**Addenda**”.

PPM 700.01.(3) – contains general information about Addenda.

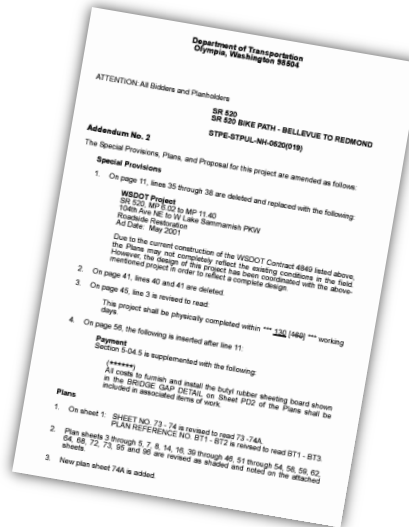
Addendum preparation is shown in **PPM Appendix A5**.

notes

Addenda ... When are they used?

Addenda are to be issued only when the revisions will affect the Contractor's ability to provide a responsive bid.

PPM 700.01(3)



Module 1 Contract Provisions Introduction

A change to a contract provision should be made only if it **affects** the **Contractors' ability to provide a responsive bid**.

A responsive bid consists of several things:

- PPM 700.01(1):
low bidder must meet the established DME/MWBE/UDBE goals or demonstrate Good Faith Efforts in meeting the goal.
- Standard Specifications Section 1-02.6
The Bidder shall submit with their Bid a completed Contractor Certification Wage Law Compliance form (WSDOT Form 272-009). Failure to return this certification as part of the Bid Proposal package will make this Bid Nonresponsive and ineligible for Award. A Contractor Certification of Wage Law Compliance form is included in the Proposal Forms.
- Standard Specifications Section 1-02.7
The failure to furnish a Bid deposit of a minimum of 5 percent with the Bid or as a physical supplement to the electronic Proposal Form shall make the Bid nonresponsive and shall cause the Bid to be rejected by the Contracting Agency.
- Standard Specifications Section 1-02.8(1)
Failure to submit the sworn or unsworn statement as part of the Bid Proposal package will make the Bid nonresponsive and not eligible for Award consideration.

Are Contract Provisions REALLY that IMPORTANT?



YES!!!
YES!!!
YES!!!

Module 1 Contract Provisions Introduction

Your thoughts so far? Why are contract provisions important?

notes

Just WHY are Contract Provisions SO Important?

The Contract Provisions are part of the contract ...

AND ...

The contract is a legally binding document!



Module 1 Contract Provisions Introduction

Just to reemphasize the importance of contract provisions – this will be a reoccurring theme!

notes

It is **VERY** Important to Understand ...

- 100% of design time is spent on Contract Plans
- Often about about 10% of design time is spent on Special Provisions at the **VERY** end
- Yet Special Provisions override Contract Plans

What do you think the significance of this is?



Module 1 Contract Provisions Introduction

Plans are developed right up until the end

Last minute push

Missing/conflicting information

Importance seems lessened

notes

Who uses Contract Provisions ...

Contractor and Contracting Agency to determine project:

- Work to be done
- Material requirements
- Construction requirements
- Method of measurement
- Method of payment

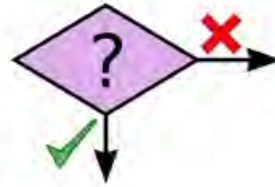
Module 1 Contract Provisions Introduction

Remember these five bullets – they are the key takeaways noted earlier in this module.

notes

Who uses Contract Provisions ...

Contractor and Contracting Agency to determine:



- **Division of work between the Contractor and the Contracting Agency**
 - Who is responsible for what

Module 1 Contract Provisions Introduction

How is work divided (work to be done) **between:**

Contractor?

Contracting Agency?

Who does what and when?

notes

Who uses Contract Provisions ...

To determine :

- Work by outside entities occurring within the project limits that could influence or disrupt work on the project (utilities, local agencies)
- Overall project and individual work item issues

Module 1 Contract Provisions Introduction

Work by Others within or adjacent to project limits that might
Influence work?
Impact work?

Overall project issues examples

Construction sequence
Time to complete
Work windows
Work restrictions
Daytime or nighttime work

Utilities - Spec to say:

- Who
- what work
- approximate time to complete their work (how long will work take and when it happens)

Not timeframe – that is the Contractor's schedule

notes

And What Else?

To determine:

- The sequence of construction for individual items
- The sequence of the entire project
- Required materials for individual items
- Method of construction for individual items

Module 1 Contract Provisions Introduction

Individual work items issues

Who does the work

Materials-equipment required

Construction methods – **NOTE:** the State does not want to dictate the Contractor's means and methods

How measured

How paid

notes

And Their Importance ...

The Contracting Agency uses Contract Provisions to:

- Define all the previous items in the prior slides!

Remember:

- A legally binding contract!!!
- If it is not in the contract ... it does **NOT** exist ... **period!**



Module 1 Contract Provisions Introduction

A legally binding contract and if anything is overlooked are critical to understand.

notes

Who Else Uses Contract Provisions?



Module 1 Contract Provisions Introduction

There are a number of other WSDOT offices who either contribute to the contract provisions or need to use them in the course of their work, or both.

Specialty groups:

- Materials Lab
- Bridge / Structures
- Environmental
- Geotech
- Landscape Architects
- Maintenance
- Traffic

Local Agencies, the legislature and the public also use the contract provisions ... and attorneys – often to settle claims and disputes.

notes

Who is Responsible for What?

Roles vary between regions:

Why you ask ... check your Region's specific Quality Management Plan!

<https://www.wsdot.wa.gov/Design/ProjectDev/PSE/PSE-Quality-Management.htm>

REGION QMP	
Spec Writers	Region Plans Office
Project Managers	ASCEs
Project Engineers	ASDEs
Others are involved too!	

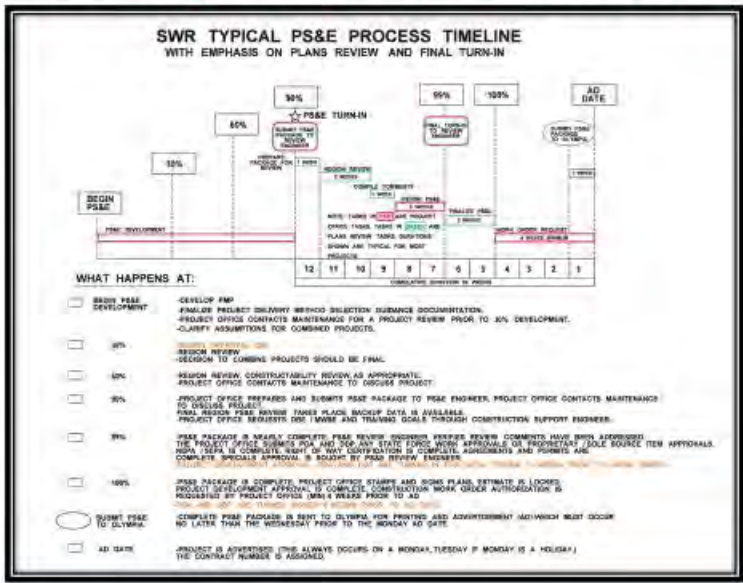
Module 1 Contract Provisions Introduction

Your Region QMP provides specific direction on roles and responsibilities for the PS&E process from development through to contact advertisement and award! To open the hyperlink – right click and select open hyperlink!

The QMPs are varied enough that we will be sharing just a few of the items covered in the region QMPs in general. We will be digging a little deeper into the responsibilities for spec writers though!

notes

Example PS&E Timeline



Module 1 Contract Provisions Introduction

Here is an example PS&E timeline from SWR. Again region QMPS along with timelines differ! Reach out to your plans office for input and direction!

NOTE: The Specialty Groups that are part of our team have their own processes and timelines to take into account when creating Special Provisions and Project-specific Provisions!

notes	
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What Does the QMP Have to do With Specs?

REGION QMPs SPECIFY	
Process Overview and Introduction	Review Times
Personnel and Duties	100% Submittal
Quality Control Process	Quality Assurance Verification
Support Groups	Proof Copy (Pre Advertisement)
Preliminary Region Reviews Review Cycles (30-60-90%)	Region Special Provisions

Module 1 Contract Provisions Introduction

Your region QMP provides specific roles, tasks and completion timelines for PS&E. This is a high-clip listing of a few topics.

The 30-60-90% reviews are extremely important!

notes

What Does the QMP Have to do With Specs?

REGION QMPs SPECIFY	
Project Special Provisions	Plans Review Checklist
Definitions	Ad Review Checklist
Project Delivery Flowchart	CAD Review Checklist
Design Review Checklist	Staffing and Training
Constructability Review Checklist	Lessons Learned

Module 1 Contract Provisions Introduction

A key takeaway on this slide is the importance of using the plans review checklist!

notes

Spec Writers and Contract Provisions

Spec Writers:

- Ensure **EVERY** provision applies to **this** project!!!
- **Coordinate** and incorporate special provisions (GSPs and Project-specific Provisions) and those **prepared by Others**
- **Communicate changes**



Module 1 Contract Provisions Introduction

Make sure that every provision in your package applies to your project. **If you do “cut and paste” information from a previous project – ensure that you modify it to fit your project!**

NOTE: In some cases projects that were supposedly ready for advertisement contained specifications, that may be very good, but had nothing to do with the contract. This is a challenge that cutting and pasting can create.

notes

What Else?

Spec Writers Also:

- Prepare **justification and secure approvals** for each project-specific provision that revises or supplements the Spec Book, RSP or GSP
- Perform **quality checks**
- Provide **documentation**



Module 1 Contract Provisions Introduction

NOTE: follow your QMP ... be sure to prepare all justifications and include copies in your project files. In particular, when you find it necessary to write, or modify special provisions into project-specific provisions for your project, do not forget **they need to be approved**.

PPM 600.02(4)

Approval of project-specific specifications that alter Standard Specifications for Road, Bridge, and Municipal Construction (WSDOT Spec book) is required prior to inclusion in your contract. All project specific specifications are to be sent, along with justification, to the State Construction Engineer for concurrence and approval.

Also project-specific specifications **that alter *Region Special Provisions (RSPs)* and/or *General Special Provisions (GSPs)* require HQ construction or FHWA approval**.

notes

FHWA and WSDOT Memorandum of Understanding (MOU)

The next few slides are the MOU
between FHWA and WSDOT.

Process for modifications to:

- WSDOT Standard Specifications
- GSPs
- RSPs
- Project-specific Provisions

Module 1 Contract Provisions Introduction

Speaking of justification ... we will talk about how FHWA may need to approve changes through this class. The next few slides contain the signed MOU between FHWA and WSDOT. It provides the:

- FHWA approval authority Code of Federal Regulations (CFR) Title 23 CFR 630
- Scope of WSDOT approval authority delegated by FHWA
- Approval authority retained by FHWA
- Modification submittal process and type.

notes

FHWA WSDOT Signed MOU Page 1



Module 1 Contract Provisions Introduction

This is the signed MOU.

notes

FHWA WSDOT Signed MOU Page 2



Module 1 Contract Provisions Introduction

This page provides the:

- FHWA approval authority Code of Federal Regulations (CFR) Title 23 CFR 630
- Scope of WSDOT approval authority delegated by FHWA

notes

FHWA WSDOT Signed MOU Page 3



Module 1 Contract Provisions Introduction

This page and the next page provide the:

- Approval authority retained by FHWA
- Modification submittal process and type

notes

FHWA WSDOT Signed MOU Page 4



Module 1 Contract Provisions Introduction

This page and the previous page provide the:

- Approval authority retained by FHWA
- Modification submittal process and type

notes

Resources and Tools

Resources Available:	
People	Other team members
	ASCEs and ASDEs
	Veteran staff
	Other design offices
	Construction offices (inspectors)
	Region plan office
	Specialty groups
	Subject matter experts (SMEs)
	Contractors / suppliers
	Attorney General's Office

Module 1 Contract Provisions Introduction

You have a TON of resources to help you be successful!!! Here is a listing of the staff that can help ... the tools are scattered through the modules.

If you have questions – ask **DO NOT guess**. A goal of this class is to convey why guessing is not acceptable ... ever with Contract Provisions.

notes

Previous Contracts???



Module 1 Contract Provisions Introduction

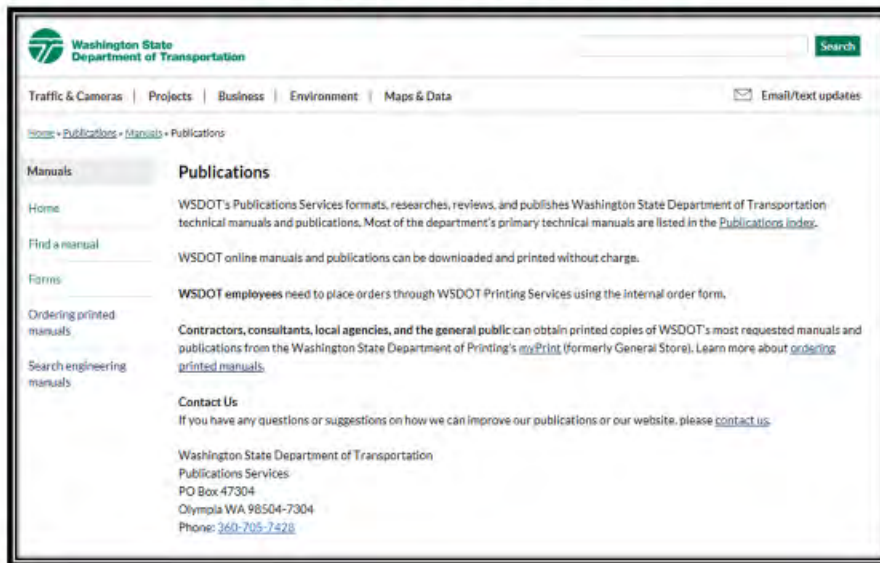
Previous contracts are a nice resource – **NOTE** they are **NOT** always a good reference!!!

AND, IF YOU COPY AND PASTE from previous contracts ... be sure to make the information specific to your project!

NOTE: Plans, specifications and estimates are **project specific** – they are **seldom** identical to another project.

notes

Design Guidance



Module 1 Contract Provisions Introduction

Design guidance is available in various formats. Hard copy and electronically on the internet. Designers are encouraged to use the on-line manuals.

DESIGNERS ARE ALWAYS RESPONSIBLE TO USE THE CURRENT DESIGN GUIDANCE OR CRITERIA ... thus the EXTREME CAUTION regarding past contracts!!!

notes

Standard Specifications Plans Preparation Manual



WSDOT

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Module 1 Contract Provisions Introduction

Manuals website: <https://wsdot.wa.gov/publications/manuals/default.htm>

Standard Specifications

Available on-line, can search pages easily using a word search

Plans Preparation Manual

Division 6

Special Provisions 600.02

Appendix A2 – PS&E Word User's Guide

Appendix A5 - Addenda Preparation Instructions

notes

Order of Precedence

As of September 2019 ...

Amendments no longer exist

- **These changes are General Special Provisions (GSPs)**
- **The Standard Specifications published (each September) incorporates updated GSPs from the previous year and notes them as revisions**

Module 1 Contract Provisions Introduction

REMINDER: We **used** to have Amendments. As of **September 1, 2019** the Standard Specifications are all electronic. Any changes to the spec book will be made into a GSP. The September 2020 update to the Standard Spec Book has been updated to include new GSP changes. **The 2021 update removed references to amendments.**

The appropriate version of the Standard Specs applicable to your contract will be identified in the contract provisions at the beginning of the General Special Provisions – as it is currently. I.e. – the first line(s) of the Special Provisions are in INTRO.GR1, which states:

The following Special Provisions are made a part of this contract and supersede any conflicting provisions of the 2019 (2020, etc.) Standard Specifications for Road, Bridge and Municipal Construction.

REASONS for the change:

1. Simplify the contract administration process by eliminating the need for amendments
2. Supports the agency's movement toward more efficient and coordinated use of technology
3. Significant step towards having future, all-electronic, construction contract documents
4. Moves WSDOT away from functions not aligned with the agency's core business functions (i.e. printing and
5. distribution of the Standard Specifications).

And ... Now You Should Understand ...

Contract Provisions are:

- **A contract**
- **A legally binding document**
- **Key to successful projects**
- **Relied upon by MANY ... and are**
- **CRITICAL!**

Module 1 Contract Provisions Introduction

notes

Project-specific Provisions are:

- **Approved** by HQ Construction
 - Some by FHWA (takes time)
- For the **Contractor**
 - **Not** the Engineer
- **Specific** to this project
- **Key** and **LEGALLY binding**

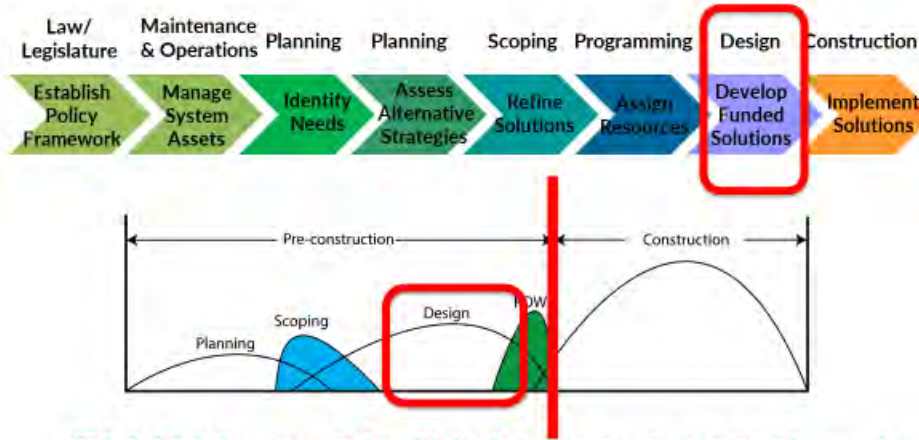


Module 1 Contract Provisions Introduction

We have touched on the approval process and will continue to discuss approvals by HQ Construction and FHWA.

notes

Practical Solutions PS&E



Biddable and buildable contract plans!

Module 1 Contract Provisions Introduction

After all this discussion - where are we in the practical solutions timeline?

Here is a quick tie into Practical Solutions and where we are at in the project development phase!

For design timelines – see your region’s Quality Management Plan

- There are several timelines involved in the design process (just to name a few):
 - Real Estate Acquisitions processes – buying property
 - Environmental Permitting – tied to RES
 - Limited Access Acquisition and Hearings
 - Utility Relocations
 - Drop Dead Advertisement Dates

notes

CONTRACT PROVISIONS

Module 1 Introduction Summary

What are Contract Provisions

- General Special Provisions
- Region Special Provisions
- Project-specific Provisions
- Local Agency Special Provisions

What is the Order of Precedence

- Addenda
- Proposal Form
- Special Provisions
- Contract Plans
- Standard Specifications
- Standard Plans

Quality Management Plans

- Follow your region QMP

Module 1 Contract Provisions Introduction

notes

CONTRACT PROVISIONS

Module 1 Introduction Summary

Tools and resources available to Spec Writers:

- WSDOT Trainings
- Other team members
- Veteran staff
- Other design offices
- Construction offices (inspectors)
- Region plan reviewers
- Specialty groups

- Subject matter experts (SMEs)
- Contractors / suppliers
- Attorney General's Office

Contract Provisions are VERY Important as they are:

- The heart of the contract
- A legally binding contract

Module 1 Contract Provisions Introduction

notes

CONTRACT PROVISIONS

Module 1 Introduction

Summary

RECOGNIZE	
How critical contract specifications are	Risk that comes with poorly crafted or unnecessary special provisions
Legally binding contract	Biddable and buildable contract specifications
Other thoughts you have?	

Module 1 Contract Provisions Introduction

This summary may be clear as mud now ... but as we move through the course ... things should get a little clearer!

notes

Module 1 Intro ASCEs – Owner of Choice ...

Key takeaway message from
our **ASCEs**:

- **WSDOT is striving to be the owner of choice in the contracting world!**

**Just how we accomplish this
and why is it important...**

Module 1 Contract Provisions Introduction

notes

Module 1 Intro ASCEs – Why Owner of Choice?

There is **A LOT** of work for contractors to **pick from**.

- We want the contracting community to **choose** WSDOT projects first!
- Contractors like to be comfortable with their experiences with project owners.

Module 1 Contract Provisions Introduction

notes

Module 1 Intro ASCEs TIP Statewide Consistency!!!

**To be the owner of choice
WSDOT staff:**

MUST strive for consistency across
all projects and regions on how
our contracts are set up!

Providing statewide consistent:
construction requirements,
measurement and payment is critical.

Module 1 Contract Provisions Introduction

notes

Module 1 Intro ASCEs TIP Statewide Consistency

Being consistent with our contracting practices is a **HUGE** part of being the **owner of choice**.

Consistency is strong argument to stay with the standard specifications unless it is **absolutely necessary** to make a change to fit your project needs.

Module 1 Contract Provisions Introduction

notes

Module 1 Intro

Course takeaways

Remember these key takeaways:

- **Contract Provisions are the HEART of the contract**
- **Special Provisions OVERRIDE the contract plans**

Module 1 Contract Provisions Introduction

notes



Darlene Sharar @ 360-489-4822

Module 1 Contract Provisions Introduction – Questions?

What questions do you have for this module?

notes

CONTRACT SPEC WRITING Module 2



TYPES OF SPECIFICATIONS



Module 2 Types of Specifications

notes

Just What IS a Specification?

A **detailed, exact** statement of particulars, especially **a statement prescribing materials, dimensions, and workmanship** for something to be built, installed or manufactured.

American Heritage Dictionary



Module 2 Types of Specifications

There are two definitions of specifications that we need to pay attention to at WSDOT.

This generic definition found in any standard dictionary. This one from American Heritage Dictionary: <https://www.ahdictionary.com/word/search.html?q=specification> .

notes

What Else is a Specification?

Specification means a description of the **technical requirements** for a material, product or service that includes the **criteria for determining whether these requirements are met.**

Code of Federal Regulations 40 CFR § 247.3



Module 2 Types of Specifications

The 2nd definition comes from the federal government. The Code of Federal Regulations (CFRs) are the federal laws and regulations WSDOT has to follow in addition to state law!

It states that when we specify work in our contracts, the requirements are usually technical in nature and we are to specify how we will know if the Contractor has achieved or met these requirements.

notes

What Else is a Specification?



Consistent

- We **MUST** strive for **consistency across all projects and regions** on how our contracts are set up!
- Providing **statewide consistent** construction requirements, measurement and payment is critical.

Remember owner of choice?

Module 2 Types of Specifications

notes

What Else is a Specification?

Correct

- We **MUST NOT** jeopardize our Federal Funding!

To not jeopardize Federal Funding – we **MUST NEVER**:

- Guess at writing Project-specific Provisions
- Hurriedly assemble/write specs

Module 2 Types of Specifications

notes

A Specification ...

Answers these questions:

- What do I want ... or want done?
- How will I know if I got what I wanted?
- How am I measuring the work?
- What am I paying for?
- How am I paying for it?



Module 2 Types of Specifications

A **specification** provides answers to the following questions:

- What is the purpose? Furnish and install? Wash and paint?
- How will I judge if the end result is what I wanted?
- Am I measuring parts or the whole? Is the method of measurement clearly defined, so I know how to measure it?
- What am I paying for and how?

notes

Types of Specifications

The type of **WSDOT specifications** can be broken down into **these subdivisions:**

- Performance
- Prescriptive
- Proprietary
- + Brand Name or Approved Equal



Module 2 Types of Specifications

notes

Specification Types
Just WHAT do they mean?
Performance
Prescriptive
Proprietary
Brand Name or Approved Equal



Module 2 Types of Specifications

This module will share what each specification type means along with advantages, disadvantages and examples of each!

notes	
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Performance Specification

End result is paramount ...

Spec writer formulates **measurable basis of acceptance:**

- **Quality Requirement**
 - What needs measuring
- **Quantity Criteria**
 - What is the threshold value
- **Acceptance Test**
 - Is threshold met



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Module 2 Types of Specifications

Performance Specifications

In this type of specification, the **end result is paramount** to the Contracting Agency; the **means of achieving the result** becomes the **Contractor's responsibility**.

The specifier prescribes how the end result will be judged acceptable. This may involve defining the following:

- Requirement: **Qualitative** statement of desired performance [e.g. Compact Asphalt Pavement]
- Criterion: **Quantitative** statement of desired performance [e.g. At least 91% of reference max density]
- Test: **Evaluative procedure** to ensure compliance with criteria. [e.g. WSDOT FOP for AASHTO T 209]

Examples: “Cure my headache” “Construct an interchange” Not telling Contractor how to do the work, just setting parameters / criteria (i.e.. Lane & shoulder width, type pavement, type structure, vertical clearance, etc)

notes

Performance Specification

Advantages:

- The “**how to**” is left completely up to the Contractor
 - Contractor innovation / cost efficiencies
- Focus on performance and results
- Interdisciplinary approach

Module 2 Types of Specifications

Advantages of performance specifying:

- Best used when results are paramount and means/methods secondary
- Interdisciplinary approach—various experts collaborate on specification, especially Materials (& work method).
- Allows Contractor to be innovative and achieve cost efficiencies when means/methods in Contractor’s control.
- Can shift QA/QC to Contractor (however may not)

notes

Performance Specification

Disadvantages:

- The end result must be clearly and completely stated
- WSDOT experience and expertise needed
- Thorough understanding of test procedures and standards
- Strong possibility for omissions

Module 2 Types of Specifications

Disadvantages of performance specifying:

- WSDOT has less experience or expertise with this type of specifying than with descriptive specifications (therefore more challenging)
- Acceptance criteria such as test procedures need to be developed
- The possibility of leaving something critical to a successful outcome out of the specification is greater due to less experience/expertise
- On large projects, omissions could result in major cost overruns

notes

Prescriptive Specification

Are our:

- Standard Specification Book
- GSPs
- RSPs
- Local Agency Provisions
- And national standards ... a few are noted on the next slide ...

Module 2 Types of Specifications

The referenced standards become part of the specification.

notes

Prescriptive Specification

- American Society for Testing and Materials (**ASTM**)
- Manual on Uniform Traffic Control Devices (**MUTCD**)
- American National Standards Institute (**ANSI**)
- American Association of State Highway and Transportation Officials (**AASHTO**)



Module 2 Types of Specifications

Nationally recognized organizations have established workmanship specifications for their trades. The **nationally referenced standards become part of the specification.**

notes

Prescriptive Specification

Critical to verify ALL references:

- Standard Spec Book, GSPs, RSPs and Local Agency Provisions
- ASTM
- MUTCD
- ANSI
- AASHTO



Module 2 Types of Specifications

Ensure the references are correct and current!

notes

Prescriptive Specification

Refers to and uses standards established for:

- **Materials**
- **Test Methods**
- **Installation Procedures**

Module 2 Types of Specifications

Prescriptive Specifications

These specifications refer to standards established for:

- Materials
- Test Methods
- Installation Procedures

Use of **material reference standards eliminates the need to describe materials minutely:**

- Instead of describing Portland cement characteristics use:
- Portland cement must meet the requirements of ASTM C-150, Type ____”.

Prescriptive standards may also be applied to installation procedures.

- Always refer to WSDOT Standard Specifications 1st if they cover what you need to say.

notes

Prescriptive Specification

Advantages:

- **Statewide and national industry standards**
- **Standardized materials and methods**
- **Lower overall volume of specifications**

Module 2 Types of Specifications

The advantages to preparing prescriptive specifications are:

- The **standards are recognized and accepted** statewide, nationally, and industry wide.
- The **materials and methods used are standardized** therefore, more **economically efficient**
- The **total number of specifications included in a project** will be **reduced** as these standards are included by reference.

notes

Prescriptive Specification

Disadvantages:

- Minimum standards
- Citations not specific enough
- Out-of-date editions
- Wrong reference 

Module 2 Types of Specifications

The disadvantages to this are:

- **Many reference** specifications set **minimum thresholds of acceptance** for materials or methods—the specifier needs to recognize this and **supplement/revise as necessary**.

NOTE:

- Insufficient research or familiarity with the standard may result in citations that are not specific enough for either the Contractor or Inspector (and **be ignored or not found**) – **desired results will not be achieved or performance cannot be judged acceptable**.
- Use of out-of-date versions or wrong references **relieve the Contractor of the need to comply with the specification** and will undermine the specifier and the Contracting Agency’s credibility. **Even though the Contractor/Supplier may be able to determine what we intended, they do not need to comply**. We missed our opportunity to get what we wanted.

notes

Proprietary Specification

Sole source product

- The manufacturer, model and model / catalog number of the item desired are specified
- Do not include “or equals” in a proprietary specification

PPM 700.01(6)(b) and PPM 700.01(6)(c)

Module 2 Types of Specifications

Proprietary Specifications (aka “sole source” specifying) –note exactly what to use a **specific manufacturer’s product** by **listing** its **make, model, catalog number** in the specification. These are approved within your region.

When writing for WSDOT, the specifier desiring to include a proprietary item in a project must:

- **Prepare a memo justifying** the proprietary item, then
- Obtain **approval** from your region on all projects

When asked to include a Proprietary Item have the individual requesting to use the item write the justification, or at least provide the justification for using it. Often times they determine it is not so important when they have to justify it.

notes

Proprietary Specification

Sole source product

The Qualified Products List (QPL) has nothing at all to do with proprietary items ... “**sole sourced**” from the QPL:

- Are **still** proprietary
- Justification and approval are **still** required
 - WSDOT region approval
 - Local agencies Local Programs Engineer approval
- Materials **do** meet WSDOT specifications

PPM 700.01(6)(d)

Module 2 Types of Specifications

notes

Proprietary Specification

Advantages:

- Compatibility
- Reduced inventory
- No substitutions

Module 2 Types of Specifications

The advantages of proprietary specifying are:

- It allows for equipment compatibility throughout a system (e.g. same CCTV cameras for the ITS system)
- Having one manufacturer's brand in use reduces the inventory Maintenance needs to stock in replacement parts.
- The Contractor will not be allowed to propose alternatives or substitutes for what has been specified.
- Alternative not accepted unless specified. (Spec to provide three options)

notes

Proprietary Specification

Disadvantages:

- No competition
- Premium cost
- Unknown/better options precluded

WSDOT - requires region justification and approval

Local Agencies – requires Local Programs Engineer approval

Module 2 Types of Specifications

The disadvantages of proprietary specifying are:

- Elimination of competition
- Lack of competition will most likely result in higher costs, especially if only one supplier carries the required item
- New products are coming to the marketplace all the time; specifying one brand prevents the Contractor from selecting a product which might be better but unknown to the specifier.
- This type of specifying requires preparing justification and receiving **region approval for the item before including it in a project.** What is your “**Plan B**” in case your request is denied?

notes

Public Information Finding

Module 2 Types of Specifications

For local agency proprietary items – PIF form 140-050 for Local agency use ONLY ... not for WSDOT staff.

Local agencies contact your **region Local Programs Engineer** for questions.

notes

Brand Name or Approved Equal

The specification could include a **“brand name A, brand name B, brand name C or “approved equal”**

- **Must include or equal description**
- **PPM 700.01(6)(a)2**

Module 2 Types of Specifications

notes

Brand Name or Approved Equal

Brand names describe:

- Item
- Features required to make other products equal must be included in the specification

This is not proprietary item specifying:

PPM 700.01(6)(a)2

Module 2 Types of Specifications

notes

Brand Name or Approved Equal

PPM 700.01(6)(a)2:

The camera I like is the “**Superduper Model XYZ 35 mm**” because it has the following features:

- Auto-focus
- Auto film advance
- 28-90 mm non-interchangeable zoom lens
- Case



Module 2 Types of Specifications

I want to specify the “really cool camera” for my project – with all the bells and whistles!!! And boy – there are a lot of items to capture ...

notes

Brand Name or Approved Equal

PPM 700.01(6)(a)2:

The Project Specific Provision written was the following:

- Furnish one **Superduper Model XYZ 35 mm** camera or an approved equal.



Module 2 Types of Specifications

Here is the Project-specific Provision I wrote – I hope I get everything I want!

notes

Brand Name or Approved Equal

The Contractor provides ...

A “Moresuperduper Model ABC 35 mm” camera with the following features:

- Auto-focus
- Auto film advance
- 28-70 and 70-210 mm interchangeable zoom lenses
- Auto flash



Module 2 Types of Specifications

Oh-oh – this is what the contractor supplied and not what I wanted or thought I wrote the Project-specific Provision to capture!

notes

Brand Name or Approved Equal

Furnish one **Superduper Model X**, **Superduper Model Y**, or **Superduper Model Z 35 mm** camera, or an **approved equal** having the following features:

- Auto-focus
- Auto film advance
- 28-90 mm (minimum) non-interchangeable zoom lens
- Case



Module 2 Types of Specifications

With a little help from an experienced spec writer – now I know I will get what I want ... and I think I am getting the hang of Project-specific Provision writing too!!!

notes

TYPES OF SPECIFICATIONS

Module 2 Summary

How do I use brand name or equal?

SPECIFYING MATERIALS		
Open (Competitive)	No brand names	No approval needed
Closed (Proprietary)	1 – 2 brand names	Approval required
Restricted (Brand Names)	3 or more brands, “or approved equal” plus criteria	No approval needed

Module 2 Types of Specifications

Specifying Materials - There are several ways to specify materials in a contract.

- **Open Competitive** specifying - encourages competition to get the best possible prices. To extent possible, the specifier should use Open Competitive specifications.
- **1-2 brands only** ⇨ Must prepare **proprietary** justification for **approval**
- **3 or more brands, or approved equal** ⇨ Prepare **descriptive specification** that **includes criteria to judge whether alternate materials would be considered “equal”**. **Must contain phrase “or approved equal”**.

In some instances, where there are only two known options, it has been allowed to only call out only two or approved equal.

If **certain products** are being investigated for naming **in the contract**, the specifier needs to know (1) why it is necessary, (2) research the subject, then take action.

Approval needs:

- WSDOT – your specific region is the approval authority
- Local Agencies – your specific Local Programs Engineer is the approval authority

notes

TYPES OF SPECIFICATIONS

Module 2 Summary

TYPES OF SPECIFICATIONS	
Performance	Spec writer determined end result for: quality requirements, quantity criteria and acceptance testing
Prescriptive	GSPs, RSPs, Standard Specifications, MUTCD, ASTM
Proprietary	Only specific type allowed, region approval and for Local Agencies ONLY requires approval of Public Information Finding (PIF)
Brand Name or Approved Equal	WSDOT – specific region for approval process Local Agencies – your Local Programs Engineer

Module 2 Types of Specifications

notes	
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TYPES OF SPECIFICATIONS

Module 2 Types of Specifications

notes

**CONTRACT SPEC
WRITING
Module 3**



**STANDARD ITEMS
AND
STANDARD
SPECIFICATIONS**

Module 3 Standard Items and Standard Specifications

notes

Standard Items? Think About It ... They Are ...



- Proven
- Readily available
- Cost efficient
- Easy to include

Module 3 Standard Items and Standard Specifications

Why should we use our Standard Bid Items?

- Proven - they have stood the test of time for one,
- Readily available - they are ready to use now,
- Cost efficient - they save money ...
- and they are very easy to use

When you do not use Standard Items, you have to write Project-Specific Provisions. All project-specific provisions have to be approved by HQ Construction prior to use!

Remember, creating a non-standard item will require determining a pre-qual code for that item in EBASE. Also, these pre-qual codes determine which contractors are qualified to bid on the project as the prime.

notes

Standard Item Table

Item Use Message

STD ITEM NUMBER	UNIT OF MEASURE	DESCRIPTION	ADD ON DESC	PREQUAL CODE	ITEM USE
SECTION: 1 PREPARATION					
0001	L.S.	MOBILIZATION		A1	STANDARD ITEM
0002	L.S.	MOBILIZATION	(43)	A1	REQUIRES SPECIAL PROV.
0025	ACRE	CLEARING AND GRUBBING		D6	STANDARD ITEM
0030	ACRE	CLEARING AND GRUBBING - SITE	(27)	D6	STANDARD ITEM
0036	L.S.	CLEARING AND GRUBBING		D6	STD. ITEM, GSP REQUIRED
0040	L.S.	CLEARING AND GRUBBING - SITE	(27)	D6	STD. ITEM, GSP REQUIRED
0044	C.Y.	STRIPPING INCL. HAUL		D6	STANDARD ITEM
0045	C.Y.	STRIPPING INCL. HAUL - SITE	(28)	D6	STANDARD ITEM
0038	EST	ARCHAEOLOGICAL AND HISTORICAL SALVAGE		A1	GSP ITEM
0047	EACH	REMOVING MANHOLE		G2	REQUIRES SPECIAL PROV.
0049	EACH	REMOVING DRAINAGE STRUCTURE		G2	REQUIRES SPECIAL PROV.
0050	L.S.	REMOVING AND RESTORING		G2	STD. ITEM, GSP REQUIRED
0252	EST				TEM
0254	EST				TEM
0256	EST				TEM
0257	EST				TEM

Select Bid Item then provide GSP or Special Provision as directed by Item Use Message

WSDOT

3

Module 3 Standard Items and Standard Specifications

The Standard Item Table provides guidance for inclusion of:

- GSPs
- Special Provisions

Standard Item # used for tracking purposes for Unit Bid Analysis (UBA History) for estimating projects.

NOTE: not all Standard Items are listed in Standard Item Table, only those WSDOT has chosen to track [English Standard Item Table \(wa.gov\)](http://English Standard Item Table (wa.gov)) shows you the items being tracked!.

notes

Standard Items are not just those items listed in the Standard Item Table!
How can that be you ask ...



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STANDARD ITEM TABLE - ENGLISH

STD ITEM NUMBER	UNIT OF MEASURE	DESCRIPTION	ADD ON SPEC	PREQUAL CODE	ITEM USE
SECTION: 4 DRAINAGE					
1174	LF	DRAIN PIPE 15 IN. DIAM.		L4	STANDARD ITEM
1175	LF	DRAIN PIPE 18 IN. DIAM.		L4	STANDARD ITEM
1176	LF	DRAIN PIPE 24 IN. DIAM.		L4	STANDARD ITEM
1180	LF	SCHEDULE A COLV. PIPE 12 IN. DIAM.		G2	STANDARD ITEM
1182	LF	SCHEDULE A COLV. PIPE 18 IN. DIAM.		G2	STANDARD ITEM
1184	LF	SCHEDULE A COLV. PIPE 24 IN. DIAM.		G2	STANDARD ITEM
1186	LF	SCHEDULE A COLV. PIPE 30 IN. DIAM.		G2	STANDARD ITEM

Link to the Standard Item page: [English Standard Item Table \(wa.gov\)](http://English_Standard_Item_Table_(wa.gov))



Module 3 Standard Items and Standard Specifications

The Standard Item Table is a listing of items whose prices are being tracked for the unit bid analysis program used in estimating.

A Standard Item is any item that has a pay statement in the Spec Book. Be sure to look in the Spec Book **before** you decide if an item is standard or not.

notes	
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Standard Items

Your project **requires a 15 inch diameter** culvert pipe.

- Is this pipe a **standard item**?

or

- Does it **require a Project-specific Provision**?

Module 3 Standard Items and Standard Specifications

notes

What IS a Standard Item?

Here is the Standard Item Table:

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STD ITEM NUMBER	UNIT OF MEASURE	DESCRIPTION	ADD ON DESC	PREQUAL CODE	ITEM USE
SECTION: 4 DRAINAGE					
1174	LF	DRAIN PIPE 15 IN. DIAM.		L4	STANDARD ITEM
1175	LF	DRAIN PIPE 18 IN. DIAM.		L4	STANDARD ITEM
1176	LF	DRAIN PIPE 21 IN. DIAM.		L4	STANDARD ITEM
1180	LF	SCHEDULE A CULV. PIPE 12 IN. DIAM.		G2	STANDARD ITEM
1182	LF	SCHEDULE A CULV. PIPE 18 IN. DIAM.		G2	STANDARD ITEM
1184	LF	SCHEDULE A CULV. PIPE 24 IN. DIAM.		G2	STANDARD ITEM
1186	LF	SCHEDULE A CULV. PIPE 30 IN. DIAM.		G2	STANDARD ITEM



Module 3 Standard Items and Standard Specifications

There are several Schedule A Culvert Pipes of different diameters identified as Standard Items. But there is no 15” listed.

Does this mean that our 15” pipe is a not-standard item? We will not know until we check the **Pay Statement for Schedule A Culvert Pipes** in the Spec book!

notes

What IS a Standard Item?

CULVERTS

7-02.5 Payment

“Schedule A Culv. Pipe 15 In. Diam.”

Module 3 Standard Items and Standard Specifications

notes

CULVERTS 7-02.5 Payment

If ...

- The pay statement in the Spec Book allows for fill-in information
- You are providing the appropriate fill-in information
- **AND** the information in the Spec Book applies

Then you have a standard item!

Module 3 Standard Items and Standard Specifications

We will be digging a little deeper into “fill-in” information in a later module!

notes

Non-Standard Items Drawbacks ...



- Not proven
- Availability
- Not cost efficient
- Requires a project-specific provision
- EBASE pre-qual code needed

Module 3 Standard Items and Standard Specifications

Why should we use our Standard Bid Items?

- Not proven – will they work – who can bid it,
- Availability - they are ready to use now,
- Not cost efficient - they cost more money ...
- and they are very easy to use

When you do not use Standard Items, you have to write Project-Specific Provisions. All project-specific provisions have to be approved by HQ Construction prior to use!

Remember, creating a non-standard item will require determining a pre-qual code for that item in EBASE. Also, these pre-qual codes determine which contractors are qualified to bid on the project as the prime.

notes

STANDARD ITEMS AND STANDARD SPECIFICATIONS

Module 3 Summary

Use standard items whenever possible	The Spec Book is your first “go to” reference
There are standard items not in the standard item table	Create non-standard items with CAUTION
Non-standard items require a project-specific provision	Non-standard items require an EBASE pre-qual code

Module 3 Standard Items and Standard Specifications

notes

STANDARD ITEMS AND STANDARD SPECIFICATIONS



Module 3 Standard Items and Standard Specifications

notes

**CONTRACT SPEC
WRITING
Module 4**



**AMENDMENTS AND
GENERAL SPECIAL
PROVISIONS (GSPs)**



Module 4 GSPs

notes

Where did Amendments go?

Remember as of September 2019, AMENDMENTS as we once knew them, no longer exist ...

- These changes will take the form of General Special Provisions (GSPs) that will be designated as **“Use in Every Project”** or to **“Use in Projects ... Containing Some Certain Type of Work”**

Module 4 GSPs

The Spec Book is updated yearly – so there are fewer changes to incorporate than before.

notes

How are GSPs added?

The Standard Specifications are now published each September.

The yearly spec book update **incorporates GSPs** from the previous year and notes them as revisions.

- This is the same way that the amendments were identified in the Spec Book in the past.



Module 4 GSPs

The Spec Book is updated yearly – so there are fewer changes to incorporate than before.

notes

What is a GSP?

GSPs:

Are provisions that have been developed to **cover legal and construction requirements** that may occur on a project.



Supplement or revise the Standard Specifications and are written to provide statewide standardization for the work covered.

PPM 600.02(2)



Module 4 GSPs

Existing Standard Specifications and General Special Provisions are preapproved for use!

Any changes to the GSPs:

- Revision
- Deletion
- Replacement or
- Supplement

Requires HQ Construction (or FHWA) approval!

notes

GSPs

- Certain GSPs will be written into the WSDOT Standard Spec Book
- File names are directly related to the **divisions** in the Standard Specifications Book

The specification writer **MUST** have an up-to-date copy of the GSPs!



Module 4 GSPs

Note the emphasis on: “The specification writer **MUST** have an up-to-date copy of the GSPs!”

notes

GSPs

... are to be used as written
UNLESS they must to be
**revised to fit the needs of
your project ... making them
Project-specific Provisions ...
which requires approval**



Module 4 GSPs

WSDOT reach out to your region plans office to see if a revision is needed. If a revision is needed – contact your ASCE early!

Local Agencies contact your Local Programs Engineer.

notes

GSPs

Only GSPs that apply to the project are to be included in the Contract Provisions

- **GSPs will be intermixed with the Project-specific Provisions in the Contract Provisions**

Module 4 GSPs

notes

GSPs

**To revise a GSP – HQ
Construction Office or
FHWA approval is needed ...**



- If **one word** is revised to make the GSP project-specific (**excluding fill-ins**)
 - **The date must be removed and replaced with six asterisks in parentheses (*****)**

NOTE: The GSP is now a **Project-specific Provision!**

Module 4 GSPs

NOTE: ASCEs often see GSPs that have been modified beyond the fill-in. **This makes them project specific special provisions and the date in the heading needs to be removed.**

Special care must be taken with Division 1 specials because they **may require FHWA approval.**

notes

GSPs Come in two Varieties:

- **Complete or stand alone**
 - The **designer** determines the need for the GSP and includes the GSP in the Contract Provisions

Module 4 GSPs

notes

GSPs Come in two Varieties

- **Fill-in**
 - The **designer** determines the need for the GSP, provides the project specific fill-in formation and includes the GSP in the Contract Provisions

Module 4 GSPs

notes

GSPs Roadway / Bridge

CODE NAME CONVENTIONS	
.GR*	General <u>R</u>oadway GSP; NO fill-in
.FR*	<u>F</u>ill-in <u>R</u>oadway GSP
.GB*	General <u>B</u>ridge GSP; NO fill-in
.FB*	<u>F</u>ill-in <u>B</u>ridge GSP
* = Spec Book Division Number	

Module 4 GSPs

notes

GSPs Computerized Code Numbers – Complete GSPs

- **Exact Specification Book**
Section Number
.Inst_ or Opt_
(Instruction or Option)
.GR or .GB
- **Division Number**

Module 4 GSPs

General Roadway (GR)

General Bridge (GB)

notes

GSPs Computerized Code Numbers – Fill-in GSPs

Fill-in GSPs are coded with:

- **Exact Specification Book**
Section Number
.Inst_ or Opt_
(**I**nstruction or **O**ption)
.FR or .FB
- Division Number

Module 4 GSPs

Fill-in Roadway (FR)

Fill-in Bridge (FB)

notes

GSPs



Fill-in GSPs ...
must be renamed ...
in order to ...
**retain the fill-in
information provided
by the designer!**

Module 4 GSPs

notes

GSPs – Renaming Steps

To rename a fill-in GSP simply add the **.docx** extension after you provide the Fill-in information and place it in the run-list!

1-07.11.OPT3.FR1

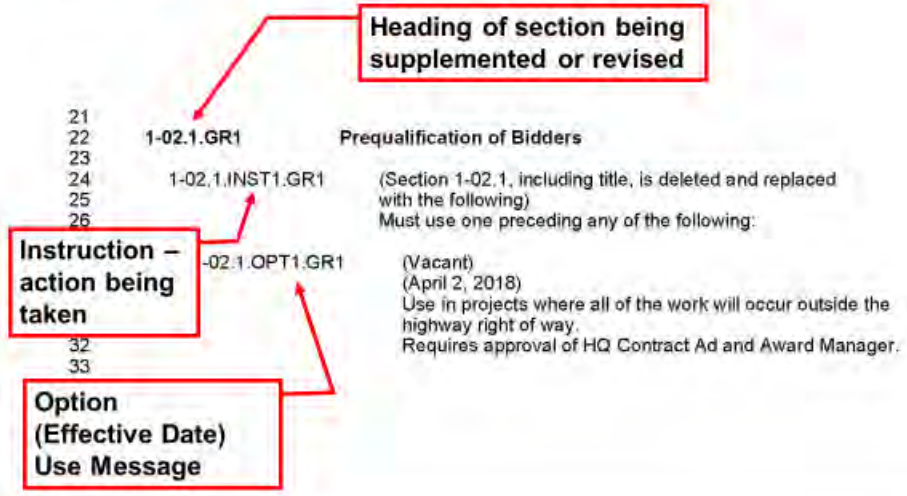
becomes ...

1-07.11.OPT3.FR1.docx

Module 4 GSPs

notes

Index – Statewide GSPs General Roadway = GR



Module 4 GSPs

Index to the Statewide General Special Provisions

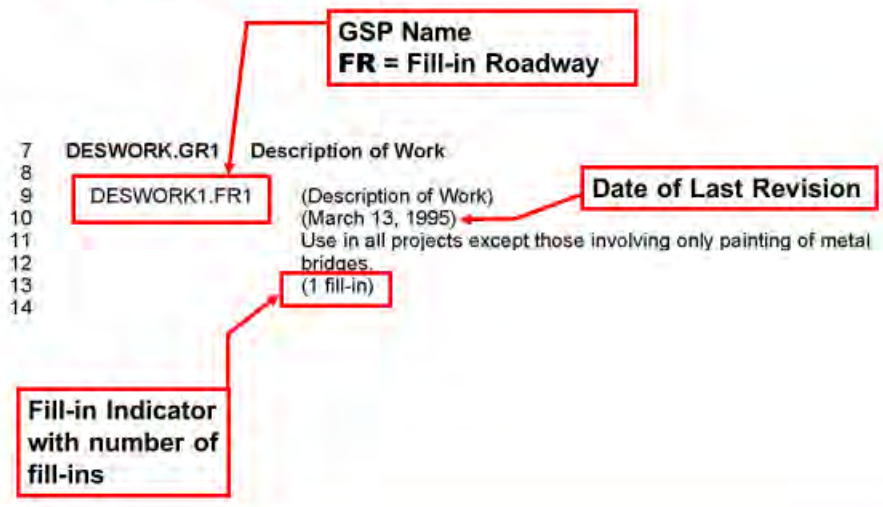
Index of use. The index explains how each GSP is to be used.

Example is for General Roadway GSP (PS&E Word Users Guide pages 19 and 20):

- Heading – simply the heading
- Instruction (INST) – how the option will supplement, revise, replace, delete the text within the specific section of the Spec Book
- Option (OPT) – this is the special provision that applies to the heading and instruction!

notes	
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Index – Statewide GSPs Fill-In Roadway



Module 4 GSPs

Index to the Statewide General Special Provisions

Example is for fill-in Roadway GSP — designer provides project-specific fill-in information. This is the same process for Bridge GSPs – the bridge designer provides project-specific fill-in information.

PS&E Word User Guide page 28

notes	
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Statewide GSPs General Roadway Example Riprap

RIPRAP		Payment	
8-15.GRB		8-15.5.GRB	
8-15.4.GRB	Measurement	8-15.5.INST1.GRB	Payment
8-15.4.INST1.GRB	(Section 8-15.4 is supplemented with the following) Must use once preceding any of the following.	8-15.5.OPT1.GRB	(Excavation for riprap is included in cost of riprap) (March 13, 1995) Must include with 8-15.4.OPT6.GRB Use in projects with small quantities of riprap or upon recommendation of the Construction and Materials Division.
8-15.4.OPT1.GRB	(Streambed sediment and streambed cobbles by the ton) (August 6, 2007) Must include with 8-15.5.OPT6.GRB Use in projects requiring the use of streambed sediment and streambed cobbles measured and paid by the ton.	8-15.5.INST2.GRB	(Section 8-15.5 is supplemented with the following) Must use once preceding the following.
8-15.4.OPT2.GRB	(Streambed sediment and streambed cobbles by the cubic yard) (August 6, 2007) Must include with 8-15.5.OPT7.GRB Use in projects requiring the use of streambed sediment and streambed cobbles measured and paid by the cubic yard.	8-15.5.OPT6.GRB	(Streambed sediment and streambed cobbles by the ton) (August 6, 2007) Must include with 8-15.4.OPT1.GRB Use in projects requiring the use of streambed sediment and streambed cobbles measured and paid by the ton.
8-15.4.OPT3.GRB	(Special excavation) (March 13, 1995) Must also use 8-15.5.OPT8.GRB Use in projects requiring excavation outside the limits of structure excavation for riprap at bridge piers located within streams.	8-15.5.OPT7.GRB	(Streambed sediment and streambed cobbles by the cubic yard) (August 6, 2007) Must include with 8-15.4.OPT2.GRB Use in projects requiring the use of streambed gravel measured and paid by the cubic yard.
8-15.4.OPT4.GRB	(Streambed Boulders and Habitat Boulders) (August 6, 2007) Must include with 8-15.5.OPT9.GRB Use in projects requiring the use of streambed boulders and habitat boulders.	8-15.5.OPT8.GRB	(Special excavation) (September 30, 1996) Must include with 8-15.4.OPT3.GRB Use in projects requiring excavation outside the limits of structure excavation for riprap at bridge piers located within streams.
8-15.4.OPT5.GRB	(Excavation for riprap is included in cost of riprap) (February 5, 2001) Must also use 8-15.5.OPT1.GRB Use in projects with small quantities of riprap or upon recommendation of the Construction and Materials Division.	8-15.5.OPT9.GRB	(Streambed Boulder and Habitat Boulders) (August 6, 2007) Must include with 8-15.4.OPT4.GRB Use in projects requiring the use of streambed boulders and habitat boulders.

Module 4 GSPs

Although this is an older Riprap GSP – it shows the items from the last few slides very well!

- Heading – simply the heading
- Instruction (INST) – how the option will supplement, revise, replace, delete the text within the specific section of the Spec Book
- Option (OPT) – this is the special provision that applies to the heading and instruction!

notes

Statewide GSPs General Roadway Example Riprap

8-15 GR8

RIPRAP

8-15.4 GR8

Measurement

8-15.4 INST1 GR8

Section 8-15.4 is supplemented with the following:

8-15.4 OPT2 GR8

(August 6, 2007)

Streambed sediment and streambed cobbles will be measured by the cubic yard in the hauling conveyance at the point of delivery.

8-15.5 GR8

Payment

8-15.5 INST1 GR8

The first sentence of the second paragraph of Section 8-15.5 is revised to read:

8-15.5 OPT1 GR8

(March 13, 1995)

The unit contract price per ton or cubic yard for the class or kind of riprap specified shall be full pay for furnishing all labor, tools, equipment, and materials required to construct the riprap, including excavation.

8-15.5 INST2 GR8

Section 8-15.5 is supplemented with the following:

8-15.5 OPT7 GR8

(August 6, 2007)

"Streambed Sediment", per cubic yard.

"Streambed Cobbles", per cubic yard.

8-15 GR8

8-15.4 GR8

8-15.4 INST1 GR8

8-15.4 OPT2 GR8

8-15.5 GR8

8-15.5 INST1 GR8

8-15.5 OPT1 GR8

8-15.5 INST2 GR8

8-15.5 OPT7 GR8

Module 4 GSPs

notes

Statewide GSPs General Roadway Example Riprap

8-15 GR8
RIPRAP

8-15 3 GR8
Construction Requirements

9-15 3(2) GR8
Loose Riprap

8-15 3(2) INST1.docx
The second and third sentences in the first paragraph of Section 8-15 3(2) are revised to read as follows:

8-15 3(2) OPT1.docx

(XXXXX)

Compacting of the riprap onto the slope will not be allowed. The riprap shall be placed in such a manner that the underlying material is not disturbed.

8-15 4 GR8

Measurement

8-15 4 INST1 GR8
Section 8-15 4 is supplemented with the following:

8-15 4 OPT2 GR8

(August 5, 2017)

Streambed sediment and streambed cobbles will be measured by the cubic yard in the hauling conveyance at the point of delivery.

8-15 5 GR8

Payment

8-15 5 INST1 GR8

The first sentence of the second paragraph of Section 8-15 5 is revised to read:

8-15 5 OPT1 GR8

(March 13, 2018)

The unit contract price per ton or cubic yard for the class or kind of riprap specified shall be full pay for furnishing all labor, tools, equipment, and materials required to construct the riprap, including excavation.

8-15 5 INST2 GR8

Section 8-15 5 is supplemented with the following:

8-15 5 OPT2 GR8

(August 5, 2017)

"Streambed Sediment", per cubic yard;

"Streambed Cobbles", per cubic yard.

8-15 GR8

8-15 3 GR8

8-15 3(2) GR8

8-15 3(2) INST1.docx

8-15 3(2) OPT1.docx

8-15 4 GR8

8-15 4 INST1 GR8

8-15 4 OPT2 GR8

8-15 5 GR8

8-15 5 INST1 GR8

8-15 5 OPT1 GR8

8-15 5 INST2 GR8

8-15 5 OPT2 GR8

Module 4 GSPs

notes

PS&E Users Guide



Page 29

Index's

Index Data

The index includes instructions for GSPs, the GSP name, the latest revision date, and it indicates if the GSP is a File In file.

- Instructions for Use:** Each Instruction & Option file has a set of instructions listed for the file. These instructions may tell you when to use the file, if there are other files you must use with it, and if there are File In files.
- GSP Name:** The GSP name is listed to the left of the instructions. This is the text that will be added to your run list when you select this option. (See [Add Files to Your List](#) page 18). This is also where you place your cursor to view the file if you select this option. (See [Preview a GSP](#) page 20).
- Date of Last Revision:** The date of last revision is to the right of the file name. It is enclosed in parentheses and is not included in listing or instruction file types.
- File In Indicator:** If the file includes a File In GSP, the instructions will list the (File In) at the bottom. It may list how many File Ins. You also will know if the file is a File In because the file extension starts with an "F".

Module 4 GSPs

This is an example from the PS&E Word Users Guide. It expands upon the previous slide. There is more information on the following slide!

notes

PS&E Word Description and Program Download Instructions

**PS&E Download
Instructions**

WSDOT PS&E Word macro is compatible with Windows 7, 8 and, 10 and Word 2010, 2013 and, 2016. The web version of Office 365 is not supported

This program will compile Amendments and Special Provisions into one document for Construction Contracts.

WSDOT users

Navigate to the WSDOT Corporate drive \PSE\Regions, open your region specific folder. Copy one of the shortcuts to your desktop. Use the newly copied desktop shortcut to start Word PS&E.

Non-WSDOT users

Select the link titled 'Download PS&E' on the WSDOT Construction web site. When prompted select 'Run'. This will install the program onto your pc and download all of the files needed to create Construction Contracts (Does not include APWA files) into a directory C:\PSE (on your hard-drive.) APWA's download located is at <http://ftp.wsdot.wa.gov/public/HALP/APWA/>

PS&E updates occur quarterly. PS&E must be download and reinstalled quarterly to remain current.

Sometimes there is a delay in updates vs. program updates and in these instances manually update the program files. To update manually go to <http://www.wsdot.wa.gov/Business/Construction/GSPs.htm> and select "Download". The files are broken into two groups; WSDOT GSPs & Amendments and WSDOT Index's to mimic the setup on your pc. Click on the "Word Files" beneath WSDOT GSPs & Amendments and download the files to C:\pse/gsp folder and click on the "Word Files" beneath WSDOT Indexes and download the files to C:\pse/index folder.

Administrator: MATS LAB HelpDesk mlohejo@wsdot.wa.gov or 360-709-5454

Module 4 GSPs

notes

What is a Region Special Provision?

RSPs are special provisions that have been developed to cover legal and construction requirements that occur on projects that **differ from region to region.**

Region Special Provisions (RSPs)
PPM 600.02(3)

Module 4 GSPs

RSPs have been approved by HQ Construction for use as is. If a RSP is modified – it **becomes a Project-specific Provision and MUST** be approved!!!

notes

RSPs

REGION CODE NAME CONVENTIONS			
.DT1	NWR RSPs	.DT6	ER RSPs
.DT2	NCR RSPs	.DT7	Vacant
.DT3	OR RSPs	.DT8	Vacant
.DT4	SWR RSPs	.DT9	WSF RSPs
.DT5	SCR RSPs	.FT?	Fill-ins
NOTE: Check with your region plans office for questions on RSPs			

Module 4 GSPs

WSDOT PS&E Word User Guide – Page 32

The "?" following the "FT" is to be replaced with the appropriate number for fill-in RSPs. All RSPs and any modifications to an existing RSP are approved by HQ Construction

DT7 and DT8 extensions are for use by Local Agencies if they want their Local Agency Special Provisions to work with the WSDOT PSE Word program. Check with your Local Programs Engineer for questions!

notes

RSPs

RSPs are another **GREAT** reason to reach out to your Region Plans office ...

BEFORE writing a Project-specific Provision!



Module 4 GSPs

notes

RSPs

Your Regions Plans office is there to **help you** save time and effort **AND to be successful.**

NOTE: Any modifications to an already approved RSP ...

- The RSP becomes project-specific and **will** require **resubmittal** to and **approval** from the HQ Construction Office.

Module 4 GSPs

notes

RSPs Caution



RSPs maybe **outdated:**

- The need has changed or
- Other standard specifications have been revised to address the need

Some RSPs have a **date of 2001!**

- The region QMP should note who checks RSPs against the spec book and other GSPs

Module 4 GSPs

The spec writer uses the RSPs as presented. The responsibility to ensure that RSPs are current and correct should be noted in the region QMP.

notes

Where to Start?

Tips, tools and tricks!

- **Study** the Plans and bid item list
- **Read** what the Spec Book says about each of the bid items
 - Does the project work conform with the Spec Book information?

Module 4 GSPs

notes

Where to Start?

Tips, tools and tricks!

- If the Spec Book is not sufficient ... go through the RSPs and GSPs
 - Is there information in either the RSPs or GSPs that supplements or revises the Spec Book to satisfy the Project needs for the items?

Module 4 GSPs

notes

Where to Start?

Tips, tools and tricks!

- Is there is an item that is still not sufficiently covered?
 - Then, and only **then**, do you write a Project-specific Provision!
 - ♦ The Project-specific Provision should, in most cases, either supplement or revise the Spec Book.
- **A stand-alone Project-specific Provision is the last resort!**

Module 4 GSPs

notes

Where to Start?

Tips, tools and tricks!

- PS&E Word User Guide
- PS&E Word Program
- PDF of Index – all GSPs
- Similar type contracts
- Plans office
- Experienced spec writers

Module 4 GSPs

If you are just getting started or need a refresher – the PS&E User Guide is a great tool loaded with tools and tricks!

notes

Division 1 of the Standard Specifications – Legalities!

WSDOT and Local Agencies all rely on Division 1 of the Standard Spec Book for:

- Procedures/processes
- Definitions and terms
- Items of work and units of measure

Literally provides the boundaries to set a “level playing field” for all parties!!!

Module 4 GSPs

WSDOT Standard Specification Book:

<https://wsdot.wa.gov/Publications/Manuals/M41-10.htm>

notes

Local Agency GSPs

History:

Years ago there was a "Division 1-99 APWA Supplement" bound within the **Standard Specifications book**. It had to be used in its entirety or not at all.

That APWA Supplement was **replaced by the Local Agency GSP resource**.

Module 4 GSPs

Local agencies – reach out to your Local Programs Engineer and their team for questions and assistance!

notes

Local Agency GSPs

History Continued:

These (APWA) GSPs are complementary to and supplement the Standard Specifications and WSDOT GSPs.

The numbering system corresponds to that in the Standard Specifications.

Module 4 GSPs

notes

American Public Works Association (APWA) GSPs

Local Programs:

<https://www.wsdot.wa.gov/Partners/APWA/>

- Available to local agencies for use in their projects
- Updated and revised just like WSDOT GSPs
- Include **ONLY** ones that are applicable to your agency **and** your project!

Module 4 GSPs

To open the hyperlink – right click and select open hyperlink!

notes

APWA GSPs

Prepared and maintained by a committee of local agency, consultant and WSDOT personnel.

WA State AWPA Chapter link:

<http://washington.apwa.net/>

APWA contact:

Kristina (Tina) Nelson
(360) 337-4891

knelson@co.kitsap.wa.us

Module 4 GSPs

notes

P
GSPs
e site

Washington State Department of Transportation

Traffic & Cameras | Projects | Business | Environment | Maps & Data

You are here: [Home](#) > [Partners](#) > [APWA](#)

Local Agency GSPs

Local Agency General Special Provisions (GSPs)
For use with the latest published edition (2021) of the WSDOT/APWA Standard Specifications

GSP FAQ

Division 1 Index

Division 2-9 Indices

Related Links

WSDOT GSPs and Amendments

APWA
Division 1 Committee

To be notified whenever these GSPs change, [sign up](#) for this Local Agency ListServ.

Here is a [log of recent changes/additions](#) to the Local Agency GSPs.

Regardless of which download method you choose, it is critical that you check the index (see Item 1 below) for guidelines on:

- When to use each GSP, including which of several Options for one GSP
- Which GSPs must be used together
- Which GSPs may not be used on FHWA funded projects
- What to use for fill-ins (shown as \$\$1\$\$ in the GSP -- insert the appropriate text after you download)

You have **four choices** for downloading the Local Agency (APWA) GSPs. All are kept up to date with the latest GSPs:

1. Go to the GSP Index and download individual GSPs:
[Division 1 Index, General Requirements](#) (Last revised 3/3/2021)
[Division 2-9 Indices](#) (Last Revised 7/18/2018)



Module 4 GSPs

The four GSP Index and download choices for Local Agencies are on the next slide. To open the hyperlink – right click and select open hyperlink!

Local Agencies and WSDOT assistance for GSPs – see the PS&E Word User Guide

- Getting Started – Page 12
- Resources – Page 59

Local Agencies – Contact your Local Programs Engineer for additional assistance.

WSDOT staff do not use the Local Agency APWA GSPs – they are for Local Agency use ONLY!

notes

Index of APWA
GSPs



Division 1 Committee

You have four choices for downloading the Local Agency (APWA) GSPs. All are kept up to date with the latest GSPs:

1. Go to the GSP Index and download individual GSPs:
[Division 1 Index, General Requirements](#) (Last revised 5/28/20)
[Division 2-9 Indices](#) (Last Revised 7/19/18)
2. Go to the FTP site and choose the Local Agency GSPs you want. (You can choose multiple files at once, but they only show the Standard Specification Section Number, without the title, or any directions.) Example: 1-04.6 Option A.RTF.
3. Download a zip file with all the Local Agency GSPs combined.
4. Use the WSDOT PS&E Word Program to compile Contract Provisions. This program now includes the Local Agency GSPs. Remember:
 If you use this program, make sure you use the **Local Agency Special Provisions Introduction GSP**, NOT the WSDOT Introduction GSP.

Once you download this program, you will need to manually update it periodically with the latest Amendments, WSDOT GSPs, and Local Agency GSPs - either by unloading and re-downloading the entire program, or by downloading specific Amendments/GSPs, and using them to replace the void versions in the program's library on your computer. Please e-mail Jodi.Lib for assistance on updating your files, or call her: 360-705-7363.

A few extra notes regarding the GSP files:

- When the Local Agency GSPs revise only a part of a paragraph(s) in a section of the WSDOT/APWA Standard Specifications, the entire paragraph is repeated, with new text underlined for clarity and deleted text crossed out. When the entire paragraph or section is revised, underlines are not used.
- GSP files are in Rich Text Format (RTF), to retain formatting with most word processing software programs.

More information about the Local Agency (APWA) GSPs:

- [What are Local Agency GSPs?](#)
- [How does this help me as a Local Agency?](#)
- [How are the GSPs kept current, and also compatible with the latest WSDOT/APWA Standard Specifications and Amendments?](#)
- [How can I contribute my ideas and opinions?](#)


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Module 4 GSPs

For our Local Agency partners – here is information specifically for your GSPs development. To open the hyperlinks – right click and select open hyperlink!

This slide provides links to:

- Division 1 Index – General Requirements
- Division 2 – 9 Indices

notes	
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APWA GSPs

APWA 1-01.1	Rich 'Net Forecast	14.00	10%	1/4/2019 10:02 PM
APWA 1-02.1	Rich 'Net Forecast	2.00	10%	8/2/2015 10:30 AM
APWA 1-02.1(T)	Rich 'Net Forecast	0.00	10%	8/8/2017 11:25 AM
APWA 1-02.2	Rich 'Net Forecast	0.00	10%	6/6/2011 1:27 PM
APWA 1-02.4(T) Option A	Rich 'Net Forecast	10.00	10%	8/15/2016 1:40 PM
APWA 1-02.4(T) Option B	Rich 'Net Forecast	20.00	10%	8/15/2016 1:40 PM
APWA 1-02.4(T)	Rich 'Net Forecast	11.00	10%	8/15/2016 1:40 PM
APWA 1-02.5	Rich 'Net Forecast	0.00	10%	8/4/2017 11:07 AM
APWA 1-02.6	Rich 'Net Forecast	0.00	10%	7/19/2016 1:40 PM
APWA 1-02.6(T)	Rich 'Net Forecast	0.00	10%	7/19/2016 1:40 PM
APWA 1-02.7	Rich 'Net Forecast	0.00	10%	8/9/2014 4:07 PM
APWA 1-02.8 Option A	Rich 'Net Forecast	12.00	10%	1/17/2016 9:26 AM
APWA 1-02.8 Option B	Rich 'Net Forecast	10.00	10%	1/17/2016 9:26 AM
APWA 1-02.8 Option C	Rich 'Net Forecast	10.00	10%	1/17/2016 9:26 AM
APWA 1-02.10	Rich 'Net Forecast	27.00	10%	8/2/2017 12:44 AM
APWA 1-02.15	Rich 'Net Forecast	0.00	10%	1/7/2016 9:47 AM
APWA 1-02.15 Option A	Rich 'Net Forecast	10.00	10%	5/1/2016 8:22 AM
APWA 1-02.15 Option B	Rich 'Net Forecast	10.00	10%	5/1/2016 8:22 AM
APWA 1-02.15 Option C	Rich 'Net Forecast	10.00	10%	5/1/2016 8:22 AM
APWA 1-02.15	Rich 'Net Forecast	0.00	10%	5/1/2016 1:52 PM
APWA 1-03.1	Rich 'Net Forecast	11.00	10%	8/17/2011 1:48 AM
APWA 1-03.1(T)	Rich 'Net Forecast	0.00	10%	1/4/2019 1:21 PM
APWA 1-03.2	Rich 'Net Forecast	0.00	10%	8/22/2016 10:24 AM
APWA 1-03.4	Rich 'Net Forecast	10.00	10%	8/2/2015 12:17 AM
APWA 1-03.4(T)	Rich 'Net Forecast	0.00	10%	1/7/2016 9:46 AM
APWA 1-03.7	Rich 'Net Forecast	10.00	10%	11/4/2016 1:55 PM
APWA 1-04.2	Rich 'Net Forecast	10.00	10%	8/13/2011 1:08 PM
APWA 1-04.4(T)	Rich 'Net Forecast	10.00	10%	2/29/2016 10:44 AM
APWA 1-04.6	Rich 'Net Forecast	12.00	10%	8/10/2015 9:49 AM
APWA 1-04.6 Option A	Rich 'Net Forecast	10.00	10%	8/10/2015 9:49 AM
APWA 1-04.6 Option B	Rich 'Net Forecast	10.00	10%	8/10/2015 9:49 AM
APWA 1-05.4 Option 1	Rich 'Net Forecast	10.00	10%	8/10/2015 9:49 AM
APWA 1-05.4 Option 2	Rich 'Net Forecast	10.00	10%	8/10/2015 9:49 AM
APWA 1-05.7	Rich 'Net Forecast	5.00	10%	8/10/2015 10:00 AM
APWA 1-05.11	Rich 'Net Forecast	7.00	10%	8/10/2015 10:00 AM
APWA 1-05.12(T)	Rich 'Net Forecast	10.00	10%	8/10/2015 10:00 AM
APWA 1-05.15	Rich 'Net Forecast	10.00	10%	8/10/2015 10:00 AM
APWA 1-05.15	Rich 'Net Forecast	1.00	10%	8/10/2015 11:34 AM

3. Download a [zip file](#) with all the Local Agency GSPs combined.



Module 4 GSPs

This is what the zip file download looks like. To open the hyperlink – right click and select open hyperlink!

notes

Local Agency GSPs – Division 1 Index

Local Agency GSPs

GSP Home

GSP FAQ

Division 5 Index

Related Links

Project Development
page for WSDOT GSPs
and Amendments



Division 1 Committee

Local Agency GSPs - Division 1 Index

These GSPs are provided for the sole use of Local Agencies - they may NOT be used on WSDOT Projects

See the [log of changes/additions](#) to these Local Agency GSPs, for the reasons and history behind each GSP; this will give you guidelines for their use.

INTRO

Introduction to the Special Provisions

(August 14, 2013)

May be used on FHWA funded projects.

Four fill-ins:

\$\$1\$\$ - year of current Standard Specifications

\$\$2\$\$ - name of Agency, if you have your own GSPs [this bullet item is optional]

\$\$3\$\$ - official name of your Agency standards, standard plans, standard details, if any [this bullet item is optional]

\$\$4\$\$ - other published standards you wish to adopt by reference [this bullet item is optional]

Definitions

(January 4, 2016)

May be used on FHWA funded projects.

If used, must also use APWA GSP 1-08.9, which ties assessment of liquidated damages to this APWA definition of Substantial Completion. This definition allows granting of Substantial Completion even if initial planting is not complete, as long as the work does not impede full use of the facility.

1-01.9

Module 4 GSPs

notes

APWA GSPs – Example

1-02 BID PROCEDURES AND CONDITIONS

1-02.1 Prequalification of Bidders

Delete this Section and replace it with the following:

1-02.1 Qualifications of Bidder

(January 24, 2011 APWA GSP)

Before award of a public works contract, a bidder must meet at least the minimum qualifications of RCW 39.04.350(1) to be considered a responsible bidder and qualified to be awarded a public works project.

The above GSP is from the [zip file](#) with all the Local Agency GSPs combined shown earlier!

Module 4 GSPs

notes

Construction Specifications and GSPs

Menu

- Construction Home
- Accountability & Performance
- Apprenticeship Programs
- Agility, Better Infrastructure
- Buildings
- Change Orders (over \$500,000.00)
- Contract Administration (WAFS)
- Cost Trends
- Dispatch Review Board (DRB)
- E-Construction (eBIDD)
- Estimate Creation
- General Special Provisions
- Industrial Fire Prevention (IFP)
- Meeting Minutes
- Project Reports
- Request Portal

Construction - General Special Provisions

Subscribe to email alerts to receive notices regarding updates to the Standard Specifications, GSPI & PS&T Word program.

The 2021 Standard Specifications (based on the effective for all WSDOT projects advertised on or after September 8, 2020. WSDOT is republishing the Standard Specifications annually in September of each year, and the 3.5' x 3.5' bound book will no longer be available for purchase. Additionally, Amendments to the Standard Specifications will no longer be included in WSDOT contracts; revisions to the book itself will only occur during the annual update. Revisions that need to occur between publications will be incorporated into contracts via the General Special Provisions. Find out how to download and update the Standard Specifications on various mobile devices. (pdf 45KB)

Current updates

- Subscribe, 2022 Update Package (pdf 8.9 MB)
- View or download individual General Special Provisions (GSP)

View General Special Provisions

The following are WSDOT indexes and links to instructions for use with links to the referenced GSPs in PDF format.

- Division 1 General Provisions (pdf 443 kb)
- Division 2 Soil Erosion (pdf 190 kb)
- Division 3 Aggregate, Foundation and Ancillary (pdf 105 kb)
- Division 4 Earth (pdf 99 kb)
- Division 5 Surface Treatments and Finishes (pdf 173 kb)
- Division 6 Structures (pdf 596 kb)
- Division 7 Bridge Structures, Signs, Signals, Sanitary Sewers, Water Mains and Conduits (pdf 119 kb)
- Division 8 Miscellaneous Construction (pdf 994 kb)
- Division 9 Materials (pdf 12 kb)

The following are all of the WSDOT GSPs combined into one document.

- Division 1-9 GSP Master Document (pdf 3.4 mb)

Download GSPs in Word format

The WSDOT General Special Provisions (GSP) and Amendments are available to download to your PC via FTP site at the links below.

These files are always up to date and contain the latest updates. **WARNING: Delete all temporary internet files to ensure you are viewing the latest updates to the following locations.** For any other questions, please call the Help Line (toll free) at 760-709-5434.

<https://wsdot.wa.gov/Business/Construction/SpecificationsAmendmentsGSPs.htm>



Module 4 GSPs

notes

Sample Index

CODE	TITLE
1	
2	
3	INTRO.GRI Special Provisions
4	(September 3, 2015)
5	All Projects
6	
7	DEVISION1.GRI General Requirements
8	
9	DESWORK.GRI Description of Work
10	
11	DESWORK1.PRI (Description of Work)
12	(March 12, 2008)
13	Use in all projects except those involving only painting of metal
14	bridges.
15	(1 Mile)
16	DESWORK2.PRI (Description of Work - Bridge Painting)
17	(August 3, 2015)
18	Use in projects involving only the painting of metal bridges.
19	(2 Miles)
20	
21	1-02.GRI Bid Procedures and Conditions
22	
23	1-02.1.GRI Prequalification of Bidders
24	
25	1-02.1.001.GRI (Section 1-02.1, including 80- is deleted and replaced
26	with the following)
27	Must use only according any of the following.
28	
29	1-02.1.002.GRI (Vacant)
30	(April 2, 2015)
31	Use in projects where all of the work will occur outside the
32	highway right-of-way
33	Requires approval of HQ Contract Aid and Award Manager
34	
35	1-02.4.GRI Examination of Plans, Specifications and Site of Work
36	
37	1-02.4(1).GRI (Removed)
38	
39	1-02.4(1.1)(5).GRI (Section 1-02.4(1) is supplemented with the following:
40	Must use when proceeding any of the following:
41	
42	1-02.4(1.1)(1).PRI (September 3, 2015)
43	Use in projects for which soils investigations have
44	been made, modifications to existing structures are
45	part of the Project scope, and for all bridges located
46	within the project limits. The first file in identifies the site
47	cross section at structural address; where the
48	Reference Maintenance is located. The second file
49	lists the soils available to the prospective bidder's
50	review. Soils Reference information sheet include
51	the Soil Boring Log and the Logs of Test Boring
52	that are included in the project, noted by hole number.
53	Other geotechnical resources, such as reports and

Index - Amendments
September 3, 2015

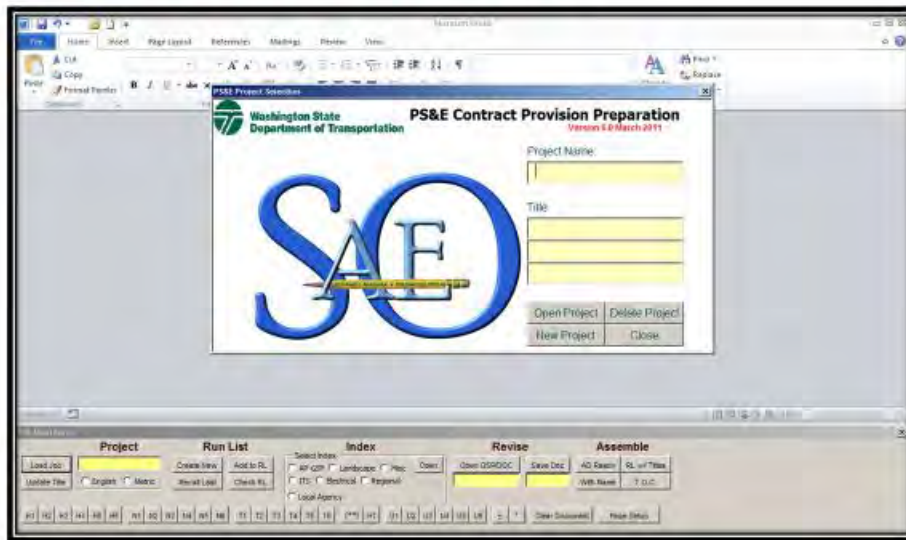
EMMHC.docx
Page 1



Module 4 GSPs

notes

PS&E Word Program



Module 4 GSPs

This is what the PS&E word program looks like when it is opened. There are different versions and dates for WSDOT and Local Programs. This is due to the last major update each program had.

notes

PS&E Word User Guide

Your “Go to”

- Download the guide
- Index
 - Great place to start
 - Topics clearly listed
 - Local Agency and WSDOT directions

Preface	5
Software Requirements (External Users)	5
Quick Start	6
Settings	7
Screen Resolution	7
Macros	8
Utility Default Location	8
Show Formatting Marks	20
Default File Type	20
Getting Started	22
Starting PS&E Word	22
PS&E Project Selection Form	23
New Project	23
PS&E Word Screen	25
PS&E Main Form	25
Mail List	26
Misleading Item Lists	29
Default	29
Create New	29
Mail Files to Pan-List	29
Preprocess SSP	31
Exit Extensions	31
Copy Item Lists	31
Delete Item Lists	31
Error Reports	32
Open Last Saved Item List	32
Assembling Item Lists	33
Web Names	33
Go Ready	33

Page 1 | User Guide Table of Contents

Module 4 GSPs

PS&E Word User Guide – I highly suggest downloading the guide. Construction is extremely communicative about any updates regarding PS&E/GSPs. Make notes!

WSDOT -

<https://wsdot.wa.gov/Business/Construction/SpecificationsAmendmentsGSPs.htm>

Local Programs - <https://wsdot.wa.gov/partners/apwa/>

notes

Getting Started

Starting PS&E Word



WSDOT employees:

Request access through the Mats Lab Help Desk. Either email MLDHelp@wsdot.wa.gov or call 360.709.5454.



External users only:

The program is available to download via the web at <http://www.wsdot.wa.gov/Business/Construction/SpecificationsAmendments/PS&E.htm>

Warning: WSDOT employees should not use the download available on the web. Follow the instructions listed above to obtain access.

After installing the program, an icon is placed on your desktop. To start PS&E Word, close all previously opened Word documents & double-click the icon.



Module 4 GSPs

Local Agency and WSDOT Links – page 12 of the guide!

notes

GSPs

Common Errors – Division 1

Caution

- Best practice to **NOT** change **ANYTHING** in Division 1 of the Standard Specs
- May **require** FHWA approval
 - Review takes time
 - FHWA approval takes time
 - Is **NOT** tied to your ad date

Module 4 GSPs

notes

GSPs

Common Errors – Fill-ins

Modifications

- **Beyond just the fill-in**
 - Becomes a Project-specific Provision
 - Requires approval (HQ or FHWA)

Module 4 GSPs

notes

GSPs

Module 4 Summary

Do not modify
Division 1

Are not modified
beyond the “fill-ins”

All modifications
(except “fill-ins”)
require approval
and ...

FHWA approvals
take time!!!

FHWA Approvals
and Questions

- 30-day timeline minimum
- Does **NOT** depend on your timeline

Module 4 GSPs

notes



AMENDMENTS AND GENERAL SPECIAL PROVISIONS (GSPs)

Module 4 GSPs

notes

**CONTRACT SPEC
WRITING
Module 5**



**PROJECT-SPECIFIC
PROVISIONS
DEVELOPMENT**



Module 5 Project-specific Provisions Development

notes

Develop and Write Specs – Who ME???



Module 5 Project-specific Provisions Development

This may all sound a bit overwhelming and scary ... but you have all types of references and resources to help you be successful!

notes

**When do I Write?
What do I Write?
How do I write?
Where do I Get Help?**



Module 5 Project-specific Provisions Development

Seems a bit overwhelming ... but remember you are NOT alone!!! You have tons of help and resources available to be successful.

Biggest takeaway for success – START EARLY and take notes!!!

notes

WSDOT Learning Resources!



- **On-line resources**
- **Instructor led courses**
- **Manuals - references**
- **Region subject matter experts**
- **Co-workers**

Module 5 Project-specific Provisions Development

notes

Standard Specifications

Soooo ...

- How does this help you AND how can you use it?
- When should you use it?
- Why would you use it?



Module 5 Project-specific Provisions Development

Enhancing your knowledge of the Standard Specifications will help you understand all of these questions – it is **your first “go to” specification reference tool!!!**

Also a greater understanding of the Standard Specification will help you know when:

- **NOT to write** specifications for items already covered by the Standard Specs
- **TO write** a specification for an item not covered by the Standard Specs and follow the spec book format

We are going to take a brief tour, of the Spec book, to help increase your knowledge and understanding of what is in it and how to use it.

notes

Standard Specifications

Helps you understand
specification organization ...

CONTENTS	
Division 1	General Requirements
Divisions 2 - 8	Major Categories of Work
Division 9	Materials for Divisions 2 - 8
Index	

Module 5 Project-specific Provisions Development

Module 5 Project-specific Provisions Development

Spec book organization ... to help you

- Get familiar with the spec book
- Understand how to write Project-specific Provisions

notes

Does Specification Order Matter?

SPECIFICATIONS FORMAT Divisions 2 – 8	
Description	Work to be Performed
Materials	Requirements – Applicable Cross References to Division 9
Construction Requirements	Construction Methods; Sequence; Testing/Performance Requirements
Measurement	What will be Measured; How, When and Where
Payment	Pay Items, Method of Payment



Module 5 Project-specific Provisions Development

The divisions format will be how you format Project-specific Provisions:

- Description
- Materials
- Construction requirements
- Measurement
- Payment

notes

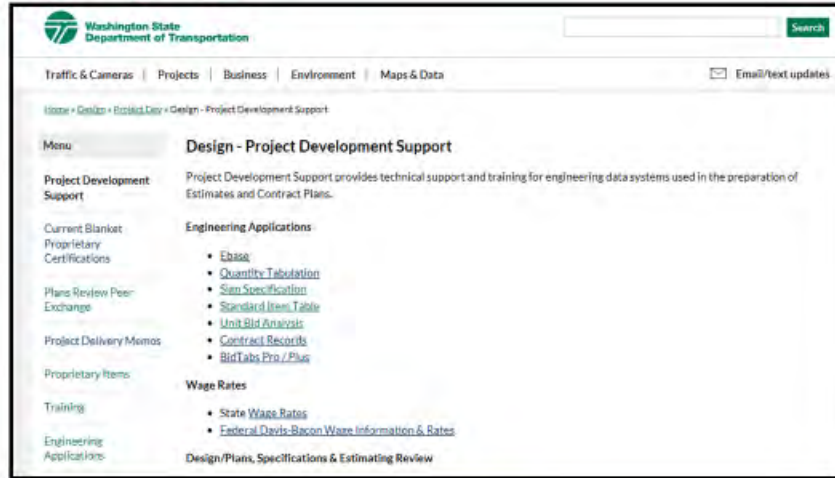
Standard Spec Divisions	2	Earthwork
	3	Aggregate Production and Acceptance
	4	Bases
	5	Surface Treatments and Pavements
	6	Structures
	7	Drainage Structures, Storm Sewers, Sanitary Sewers, Water Mains, and Conduits
	8	Miscellaneous Construction
	9	Materials

Module 5 Project-specific Provisions Development

Here are the topics contained within each of the divisions in the spec book.

notes

WSDOTs Most Useful Webpage



<https://www.wsdot.wa.gov/Design/ProjectDev/default.htm>



9

Module 5 Project-specific Provisions Development

This webpage has TONS of information to help you with your project!
To open the hyperlink – right click and select open hyperlink!

notes

WSDOTs Most Useful Webpage References

Engineering Applications	Design PSE and Estimating Review
• Ebase	• Plans, Specification and Estimates Quality Management
• Quantity Tabulation	• Project Turn Over Plan
• Sign Specification	• Additional Guidance When Using AASHTO
• Standard Item Table	• Design Documentation Checklist (DDP)
• Unit Bid Analysis	• Project File Checklist (PF)
• Contract Records	• Intersection/Channelization Plan for Approval Checklist
• BidTabs Pro / Plus	• Roundabout Parameters Checklist
Wage Rates	• Current Blanket Proprietary Approvals
• State Wage Rates	• PS&E Checklist Template
• Federal Davis-Bacon Wage Information and Rates	• Estimate Information

Module 5 Project-specific Provisions Development

Here is a listing of the TONS of information mentioned on the previous slide! There are probably several references that are not familiar to you here and on the next slide ... do not worry ... just ask what it is!!! Better yet, go back to the WSDOTs must useful webpage and click through the links to learn what they are about – then ask questions!

notes

WSDOTs Most Useful Webpage References

PS&E Review Guidance & Tools	Design Support
• Contract Plans Review Course	• Design Support Guidance
• Plans Preparation Checklist	• Project Delivery Selection Guide
• Plans Review Peer Team	• Contract Plans Reading Course
• Peer Exchange Topics	• Steel Cost Price Adjustment Worksheet
Strategic Analysis and Estimating Office (SAEO)	• Design Liquidated Damages Calculation Sheet
Specification / GSPs	• Construction Office Adjustment Spreadsheets
• To view and download Specification and GSPs	• Proprietary Items
• Local Agency (APWA) GSPs	Manuals

Module 5 Project-specific Provisions Development

Remember to go back to the WSDOTs must useful webpage and click through the links to learn what this information is all about!

notes

Your Resources ...



Module 5 Project-specific Provisions Development

You are **NOT** alone ... knowledge and learning opportunities are all around us!!!

DO reach out to your region plans office and specialty groups **EARLY** – they are there to help you be successful.

You have many learning/training opportunities ... one of the best is “on-the-job” training!

ER – Design/Plans Office

<http://wwwi.wsdot.wa.gov/regions/eastern/DesignPlans/>

OR – Plans Office

<http://wwwi.wsdot.wa.gov/Olympic/Plans/default.htm>

NCR – Design/Plans Office

<http://wwwi.wsdot.wa.gov/NorthCentral/DesignPlans/>

NWR – PS&E Review

<http://wwwi.wsdot.wa.gov/Northwest/psereview.htm>

SCR – SCR Review Squad

<http://sharedot/regions/scr/scrreview/SitePages/Home.aspx>

SWR – Engineering Services

<http://wwwi.wsdot.wa.gov/Southwest/EngServices/>

HQ – Project Delivery

<http://wwwi.wsdot.wa.gov/projects/>

A Well Written Project-specific Provision ...

Answers these questions:

- What do I want ... or want done?
- How will I know if I got what I wanted?
- How am I measuring the work?
- What am I paying for?
- How am I paying for it?



Module 5 Project-specific Provisions Development

Remember from Module 2 CONTRACT SPEC WRITING/TYPES OF SPECIFICATIONS

A well-written specification provides answers to the following questions:

- What is the purpose? Furnish and install? Wash and paint?
- How will I judge if the end result is what I wanted?
- Am I measuring parts or the whole? Is the method of measurement clearly defined, so I know how to measure it?
- What am I paying for and how?

notes

Specification Writer Qualities ...

Be able to:

- Grasp new ideas and concepts quickly
- See the entire project
- Focus on details and
- **Willing to learn**



Module 5 Project-specific Provisions Development

Also be able to:

- Gain the technical know-how
- A good sense of order and direction ... these are imperative
- Know/learn their audiences

Should:

- Recognize changes in users' needs
- Know your references and resources
- Work well under pressure

notes

Specification Writers ...

Have an inquisitive nature and can see:

- Processes
- Steps
- Interrelationships
- Consequences



Module 5 Project-specific Provisions Development

Use their analytical mind and be able to see separate steps, interrelationships and sequences

- Inquisitive
- Observant
- Open
- Receptive to comments
- Consistent in the wording used

Have an open mind and the temperament to accept from others:

- Input
- Constructive criticism

notes

And ... What Else???

The spec writer must be able to:

Put thoughts into words:

- Without ambiguity
- Without vagueness
- Easily understood:
 - **by a wide range of readers**



Module 5 Project-specific Provisions Development

Be able to:

Anticipate the needs of a wide variety of users:

- Lawyers and Engineers
- Contractors and Subcontractors
- Trades and Suppliers AND
- Provide the information each needs clearly and orderly!

notes

Is There More???

Yes ...

- **Realize** the information required by these users changes as the contract moves from:
 - Bidding to
 - Construction
- **Appreciate** the value of:
 - Exact quantification and
 - Precise measurement.



Module 5 Project-specific Provisions Development

The specification writer must understand all:

Federal, State and Local Standards, codes, ordinances, policies and procedures that affect:

- Materials
- Testing
- Installation
- Inspection and construction

Description of Work

- Bidding phase: Should give me enough information to know what the work is. Is it something I will do and need to read on or is it something I will sub out and need to pass on to a subcontractor.
- Construction phase: Not too important ... if my determination of what the work is and who is going to be doing it was correct!

Materials

- Bidding phase: All material requirements shall be clearly stated so I get bids for the correct materials.
- Construction phase: I order materials required for the project based on the information and material sources used during bidding.

Construction Requirements

- Bidding phase: Will read them and make sure they make sense with the Plans and that you are not asking the impossible.
- Construction phase: These become very important at this point, because now I will be putting the construction requirements to work.

Measurement

- Bidding phase: One of the most important sections during bidding. It tells me what, when, and how things are measured.
- Construction phase: If well written, and my interpretation during bidding was correct, then this just works during construction.

Payment

- Bidding phase: Tells me the item name, unit of measurement, what's included in the payment and if there is anything added to or deleted from the payment for this type of work.
- Construction phase: If everything was as stated in the Special, then this just works.

notes	
-------	--

When do I Write?

Will I be writing everything?

No you will not ... the:

- WSDOT GSPs are written for you!
- APWA GSPs are written for you!
- RSPs are written for you!

Module 5 Project-specific Provisions Development

notes



Project-specific Provisions are written ... **ONLY** ... **WHEN NECESSARY**



Most excellent ... is the specification writer who has nothing to say and composes no wordy evidence of the fact!

Module 5 Project-specific Provisions Development

To the **point** of what exactly is needed!

- Brief

notes

What do I Write?

Project-specific Provisions

Shall **NOT duplicate** information:

- Standard Specifications
- GSPs
- RSPs
- Plans

Are **ALWAYS** preceded with **six asterisks inside of parenthesis**

(***)**

Module 5 Project-specific Provisions Development

Remember Project-specific Provisions supplement or revise the Standard Specification Book and follow that same format!

notes

What do I Write?

Project-specific Provisions are:

- Written by the designer
 - Specifically for a project
 - To supplement or revise the information in the Spec Book



Write ONLY when necessary AND ... write as little as possible!!!



Module 5 Project-specific Provisions Development

notes

Before Starting to Write a Project-specific Provision ...

Ask yourself these questions:

- Why do I **have** to write a Project-specific Provision?
- Can I **get out of writing** this Project-specific Provision?

Module 5 Project-specific Provisions Development

A **well-written specification** provides answers to the following questions:

- What is the purpose? Furnish and install? Wash and paint?
- How will I judge if the end result is what I wanted?
- Am I measuring parts or the whole? Is the method of measurement clearly defined, so I know how to measure it?
- What am I paying for and how?

If you must write one:

- Write it
- Set it down
- Re-read it

notes

How to Write the “BEST” Project-specific Provision EVER ...

The **best** specification you can write is the one **you can get out of writing!**

- Nobody has ever **misinterpreted** something that I did not write!
- **Seriously ...**

Module 5 Project-specific Provisions Development

notes

Was this necessary?

35 **Existing Drainage Structures (Replaced)**
36 The drainage structure at the location shown in the table shall be completely removed.
37 The drainage structure shall be replaced immediately with a very similar drainage
38 structure as shown in the Plans. All connections not being removed shall be plugged
39 with concrete per 7-08.3(4).

- **There were multiple structures at multiple locations**
- **Replaced immediately with a very similar drainage structure**
- **Is this even necessary?**

Std Item 0049 Each Removing Drainage Structure – Requires Special Provision

Module 5 Project-specific Provisions Development

Where would you start?

- Spec book
- Standard bid item table – it does require a special provision
- “Very similar” drainage structure
- Plug with concrete – what about when it is reconnected

Std Item 9605 Each Connection to Drainage Structure – Standard Item

notes

When Necessary?

Yes!!! Write **ONLY** when **necessary!!!**



Project Specifications ...

- “In those **cases where there is a nonstandard item of work in a project, (or something is different about a standard item)**, the designer may write a Project-specific Provision to describe the work.”

PPM 400.02(2)

Module 5 Project-specific Provisions Development

notes

Critical Items for Successful Provisions

- **Start the Project-specific Provision writing process early**
 - Jot down notes about the work you think may not be standard
- **Review and understand the plans**

Module 5 Project-specific Provisions Development

Special Provisions should be developed well ahead of the final review set:

- The worst time to propose a special provision for review and approval is shortly before the ad date.
- Inadequate review times can introduce conflicts with other parts of the contract that may be overlooked.

notes

Essential – Do NOT wait until the LAST minute!!!

Specials will always be the last thing done on a project ...

- **You need to start early with your notes** so you do not overlook the potentially non-standard work
- **Easy to forget what was discussed six months ago** while you were working on the Plans

Module 5 Project-specific Provisions Development

NOTE: Or maybe you are the **only person** who knew it was non-standard are no longer in the office! Documentation is important for all phases of contract development ... for the “next” writer, reviewer or inspector!

notes

Critical Items for Successful Provisions

Specials are for information that **CANNOT** go on the **Plans**:

- Information that can go in the Plans ... belongs in the Plans
- Period

Module 5 Project-specific Provisions Development

Specials are for information that cannot go on the Plans

- as well as all material requirements
- and measurement and payment issues.

notes

Get Assistance with Project-specific Provisions

Teamwork is a must!

Coordinate EARLY with:

- **Region plans offices**
- **Specialty groups**
- **Subject matter experts**



Module 5 Project-specific Provisions Development

You do not need to know everything – BUT you do need to understand when to reach out for assistance and input! Reach out early – no one is just sitting around waiting for you ...

Depending on the topic of the special provision, a preliminary discussion will typically save **a lot** of time and effort.

Talk it over with the appropriate specialty groups and SMEs EARLY and BEFORE you start writing a special provision outside your areas of expertise:

- They may want to write it for you
- Could have reasons to NOT write a special
- Are a GREAT resource to learn from!

notes

Get Assistance with Project-specific Provisions

Do:

- Have those responsible for specific areas provide their Project-specific Provisions to you!
- Specialty groups are your **SMEs**



Module 5 Project-specific Provisions Development

Subject Matter Experts (SMEs)

notes

What do I Write?

Each Project-specific Provision must provide definitive:

- Direction
- Procedures and
- Product requirements
- **Information for completing the work identified!**



Module 5 Project-specific Provisions Development

notes

Tips to Write Successful Provisions ...

Have someone **not directly associated with the project:**

- Read the Project-specific provisions
- Have them describe the:
 - Work
 - Measurement
 - Payment being proposed
- **As they understand it**

Module 5 Project-specific Provisions Development

Then have them describe the work, measurement and payment being proposed as they understand it.

Listen to their comments and make adjustments. If they get a different interpretation than what you meant, so could someone else!

notes

Successful Provisions and Legal Stuff ...

Module 1 Reminder:

The contract provisions are the heart of the contract, they override the plans ...

AND ...
the contract is a legally binding document!



Module 5 Project-specific Provisions Development

To emphasize this ... Standard Spec Book foreword:

... Once they have been incorporated into a Contract, however, they become the legal and enforceable language of that Contract. The Standard Specifications, and the Project Special Provisions, along with any attachments in the Contract documents, define a Contract and are no longer seen as guidelines. Rather, they are the written agreement, subject to revision only through the change order process.

notes

A Key Legal Term ...

Contra Preferentem

Against the offerer (owner)

If there are two reasonable interpretations, the courts generally follow the rule that language is interpreted **against** the interest of the party who wrote it.



Module 5 Project-specific Provisions Development

A tie goes to the contractor ... here is why and their legal team knows it!

Contra Preferentem is what???

According to Cornell Law School:

- Contra Preferentem ... A Latin term used in contract law referring to the principle that a judge will construe an ambiguous term against the party that imposed the inclusion of the term in the contract during negotiation or drafting.

And they will not ask you “what you meant” when you wrote it, because it does not matter. Our contracts are not a negotiated contract where there is a meeting of the minds. **We write the contract and tell the Contractor to bid it as he sees it.**

notes

Reasonable Interpretation ...

BIG takeaways!!!

Remember the term:



“Reasonable Interpretation”

- **A well written Project-specific Provision will have only one interpretation!!!**

This legal stuff ... is critical!

Module 5 Project-specific Provisions Development

Reasonable Interpretation is the hardest part of writing a successful Project-specific Provision. The less you write, the less chance for misinterpretation!

notes

Reasonable Interpretation Example

Lane closures will be **allowed** during the following hours **only**:



Day	Start Time		Day	End Time
Sunday	7 pm	Thru	Monday	6 am
Monday	7 pm	Thru	Tuesday	6 am
Tuesday	7 pm	Thru	Wednesday	6 am
Wednesday	7 pm	Thru	Thursday	6 am
Thursday	7pm	Thru	Friday	6 am

Module 5 Project-specific Provisions Development

This table shows how to take all the guess work out of exactly what time did they mean?

notes

The 4-Cs of Provision Writing:

Each of the 4-Cs apply to every Project-specific Provision!		
Limpid	Clear	No ambiguity
Laconic	Concise	No excess verbiage
Undiminished	Complete	All required information in the proper format
Right	Correct	Technically accurate and applies to this project

Module 5 Project-specific Provisions Development

This is emphasized in specification writing across the nations DOTs and builds upon the last slide.

notes

Excellent Provisions Summary:

Have/Are:

- 1. A singular Interpretation**
- 2. A reasonable interpretation**
- 3. A clear meaning**
- 4. Concise**
- 5. Complete**
- 6. Correct**



Module 5 Project-specific Provisions Development

notes

Back to Interpretation!

Look at these six sentences!

1. Jim only was hit by his brother.
2. Jim was only hit by his brother.
3. Jim was hit only by his brother.
4. Jim was hit by only his brother.
5. Jim only was hit by his only brother.
6. Jim only was hit by his brother only.

Module 5 Project-specific Provisions Development

Project-specific Provisions are to have **ONLY** interpretation – a single interpretation!

What does this slide tell you?

- Ask about that single interpretation!
- The next slides show that most of these sentences have more than one interpretation.

notes

Single Interpretation

Look at these again ...

1. Jim only was hit by his brother.

Jim was hit by his brother.

His brother did not hit anyone else.

2. Jim was only hit by his brother.

Jim was hit by his brother.

Nobody else hit Jim.

3. Jim was hit only by his brother.

Jim was hit by his brother.

Nobody else hit him.

Module 5 Project-specific Provisions Development

notes

Single Interpretation

Look at these again ...

4. Jim was hit by only his brother.

Jim was hit by his brother.
Nobody else hit Jim.

5. Jim only was hit by his only brother.

Jim has one brother and he hit Jim.
Jim's brother hit nobody else.

6. Jim only was hit by his brother only.

Jim was hit by his brother.
Nobody else hit Jim.

Module 5 Project-specific Provisions Development

Any thoughts about single interpretation?

notes

So What are Special Provisions Again?



Special Provisions include:

- General Special Provisions
 - WSDOT
 - APWA
- Region Special Provisions
 - Check with your Region Plans Office
- Project-specific Provisions
 - Are what you write!!!



Module 5 Project-specific Provisions Development

Quick revisit!

notes

What does a Specification do? A Specification ...

Answers these questions:

- What do I want ... or want done?
- How will I know if I got what I wanted?
- How am I measuring the work?
- What am I paying for?
- How am I paying for it?



Module 5 Project-specific Provisions Development

And the questions a specification answers again ...

From Module 1:

A specification provides answers to the following questions:

- What is the purpose? Furnish and install? Wash and paint?
- How will I judge if the end result is what I wanted?
- Am I measuring parts or the whole? Is the method of measurement clearly defined, so I know how to measure it?
- What am I paying for and how?

notes

What is a Project-specific Provision?

Project-specific Provisions are written by the designer to **supplement or revise information** in the Standard Specification Book to make them fit the project being developed.



PPM 600.02(4):

Module 5 Project-specific Provisions Development

Now onto project specific provisions! The good stuff that you write ...

notes

Project-specific Provisions

Project-specific Provisions are **written by the designer specifically for the project.**

Module 5 Project-specific Provisions Development

notes

Project-specific Provisions

Shall **not duplicate** information in:

- The Standard Specifications
- GSPs
- RSPs
- Plans

Why?

Module 5 Project-specific Provisions Development

Reinforcing that project specials shall **NOT** duplication information contained elsewhere.

Why:

- Creates conflicts
- Lead to change orders and claims
- Defeats WSDOT striving to be the owner of choice!

notes

Project-specific Provisions

Are used to:

- **Provide information** on standard items as required by the Spec Book or the Standard Item Table.
- **Supplement or revise** sections of the Spec Book for standard items of work.
- **Provide complete information** for non-standard items of work.

Module 5 Project-specific Provisions Development

Revise or supplement the WSDOT Standard Specification Book!

notes

Project-specific Provisions

When writing Project-specific Provisions, a standard item is **ANY** item described by a pay statement in the Spec Book.

- **Even** if it does not appear in the Standard Item Table!



Module 5 Project-specific Provisions Development

notes

Project-specific Provisions

Remember the 15-inch culvert pipe example from Module 3? The culvert pipe pay statement allowed for fill-ins:

7-02.5 Payment
Payment will be made for each of the following Bid Items that are included in the Proposal:
“Schedule ____ Culv. Pipe ____ In. Diam.”, per linear foot.
“Plain Conc. Culv. Pipe ____ In. Diam.”, per linear feet.
“Plain St. Culv. Pipe ____ In. Th. ____ In. Diam.”, per linear foot.
“Tr. ____ St. Culv. Pipe ____ In. Th. ____ In. Diam.”, per linear foot.
“Plain St. Culv. Pipe Arch ____ In. Th. ____ In. Span”, per linear foot.

Module 5 Project-specific Provisions Development

notes

Project-specific Provisions:

Requirements are to be:

- Definitive
- Measurable

Requirements shall not state:

- “the Engineer’s opinion”
- work done “to the satisfaction of the Engineer”

The above two bullets cannot be bid as the quality requirements are **NOT** defined and are not definitive or measurable.

Module 5 Project-specific Provisions Development

notes

Project-specific Provisions

Project-specific Provisions will be identified by the (***)**

- **Asterisk placed just above the project specific information ...**

Module 5 Project-specific Provisions Development

notes

Project-specific Provisions

NOTE:

- If a single word is revised in a GSP, it **becomes a Project-specific Provision...**
- **And the (*****) replaces the date used to identify the GSP!**

Module 5 Project-specific Provisions Development

This is extremely important!

notes

Project-specific Provisions

AND ...

- **If a fill-in GSP is being revised, the asterisks normally used to delineate the beginning and end of the fill-in information are also to be removed**
- **Remember this GSP is now project-specific and must be approved by HQ construction**

Module 5 Project-specific Provisions Development

notes

Project-specific Provisions

Supplementing Example ROADWAY EXCAVATION AND EMBANKMENT

Construction Requirements

Roadway Ditches

Section 2-03.3(9) is supplemented with the following:

(*****)

Project Specific Information goes here



**This information supplements
existing Standard Specification
subsection: Roadway Ditches**

Module 5 Project-specific Provisions Development

notes

Project-specific Provisions

ROADWAY EXCAVATION AND EMBANKMENT

Construction Requirements

Roadway Ditches

Section 2-03.3 is supplemented with the following:

(*****)

Rock Fallout Ditches (new heading)

Project Specific Information

This new heading supplements existing Standard Specification section: Construction Requirements



Module 5 Project-specific Provisions Development

Another possibility how and where to supplement by adding a new heading under Construction Requirements.

From the Spec Book:

2-03 Roadway Excavation and Embankment

2-03.3 Construction Requirements

notes

Project-specific Provisions

Revise or Supplement	Standard Specifications	PPM
	GSPs	
	RSPs	
Stand Alone	Descriptive	PS&E User Guide
	Performance	

Module 5 Project-specific Provisions Development

Standalone – PS&E Word User Guide Page 25 – less common type of file in addition to the three main types described earlier in this module:

- Heading
- Instruction
- Option
- Stand Alone – least common GSP file type

notes

Words Have Meaning – Do use Them Wisely ...

Any and All:

- “**any**” is a limited number selected by the reader
- “**all**” is the entire quantity or amount

Module 5 Project-specific Provisions Development

notes

Words Have Meaning – Do use Them Wisely ...

Amount and Quantity

- Use “**amount**” when talking about:
 - Money
- Use “**quantity**” when referring to:
 - Volume
 - Yardage
 - Ton

Module 5 Project-specific Provisions Development

notes

Words Have Meaning – Do use Them Wisely ...

And / Or:

- **“and / or”** indicates that either **“and”** or **“or”** can be used to connect the words or phrases
- **do not use “and / or”**

Module 5 Project-specific Provisions Development

notes

Words Have Meaning – Do use Them Wisely ...

Included in - Incidental to

- use “**included in**” in most situations
- **do not use the two together:**
“... is incidental to and included in ...”



Module 5 Project-specific Provisions Development

NOTE: Do not make composite pay items. **Everything being incidental to something else is a bad idea.** There are reasons that we have standard pay items including:

- Bid history
- Consistency in bidding
- Consistency in contract admin
- Logical splits in between items of work

If the driver to combine things is small quantities, then lump sum may be a better option. Variations in small quantity unit items is less than ideal.

notes

Words Have Meaning – Do use Them Wisely ...

**Due to the Contractor’s
negligence or**

**Due to the Contractor’s
operation**

- **If you must write these words –
always use:**
 - **“due to the Contractor’s operation”**

Module 5 Project-specific Provisions Development

This should be obvious ... but **if there are questions ... please ask!!!**

notes

Words Have Meaning – Do use Them Wisely ...

Either or Each

- “**either**” usually means “**one or the other**” but can mean “**one and the other**”
- avoid using “**either**” because of the double meaning

Module 5 Project-specific Provisions Development

notes

Words Have Meaning – Do use Them Wisely ...

Noon or Midnight

- Using 12:00 a.m. and 12:00 p.m. can cause confusion, but everyone knows the difference between noon and midnight!

Do not not use the word “the”

- Do not drop in the word “the” or any other word for the sake of brevity.

Module 5 Project-specific Provisions Development

Our description, paragraphs and sentences need to be complete and make sense!

notes

What Exactly do These Words Mean???

Supplemented with	Adds something to an existing Spec Book Section
Revised to read	Replaces all or part of an existing Spec Book Section (be specific)
Deleted	All or part of a Spec Book Section no longer applies to the contract (be specific)

Module 5 Project-specific Provisions Development

Delete NOTE: A Spec Book section once deleted, **requires a change order to reinstate**. Supplement or revise whenever possible. Use **CAUTION** and spec writers should very seldom be deleting Spec Book sections!

notes

Words and Phrases to be used

- **“shall”** for things to be done by the Contractor
- **“will”** for things to be done by the Contracting Agency
- **supplement**
- **included in**
- **revise**



Module 5 Project-specific Provisions Development

notes

Words and Phrases to Avoid

- **incidental to**
- **and/or**
- **should**
- **must**



Module 5 Project-specific Provisions Development

notes

Avoid Words and Phrases that Cannot be Measured

Clean	Neatly finished
Good working order	Of an approved type
Straight	Suitably housed
Properly fitted or assembled	When or where required
Smooth	Your thoughts?

Module 5 Project-specific Provisions Development

notes

How Words go Together DOES Matter!!!

Countersink all bolts.	No bolt shall be left uncountersunk.
All bolts shall be countersunk.	The Contractor shall leave no bolt uncountersunk.
The Contractor shall countersink all bolts.	Countersinking of all bolts, by the Contractor, shall be required.
Do not leave all bolts countersunk.	All bolts shall be countersunk by the Contractor as detailed in the Plans or as directed by the Engineer.
Do not not countersink all bolts.	Your thoughts?

Module 5 Project-specific Provisions Development

The wordier “countersink all bolts” gets ... the more my head spins – how about you?

notes

Do They Have the Same Meaning?

He **only** found **two** mistakes.

- He **only** found two mistakes, but there **may have been more**.

He found **only two** mistakes.

- He found **the only two** mistakes.

Module 5 Project-specific Provisions Development

Food for thought on meanings of words in sentences ...

notes

Use with Extreme Caution



Delete:

- Once you delete information from the Spec Book ... **it is gone from the contract!**
- It will require a change order to reinstate the deleted information.

Module 5 Project-specific Provisions Development

Deleting from the Spec Book should be a red flag warning ...

notes

Sentence Structure and Other Things Grammatical

Specifications must be read and understood by a wide range of people in a variety of professions.

- **It is imperative specifications be easy to read and understand.**

Module 5 Project-specific Provisions Development

Brief, understandable and one interpretation **are critical!!!**

notes

Sentence Structure and Other Things Grammatical

To create **easy to read and understand** specs:

- Use the **simplest word** that **accurately conveys** the thought.
- Keep **sentences short** – use as few words as possible.
- Keep **paragraphs short** – three to four sentences.

Module 5 Project-specific Provisions Development

notes

Sentence Structure and Other Things Grammatical

Avoid those run-on sentences that just go on, and on, they never stop, they just keep rambling, and you really wish the person would just shut up, but no, **they just keep going**, they are worse than the Energizer Bunny, they babble incessantly, and these sentences, they just never stop, they go on and on ... forever and ever and ever ...



Module 5 Project-specific Provisions Development

Just a fun and goofy example of sentences that make our eyes cross!!!

notes

Sentence Structure and Other Things Grammatical

Never go off on tangents

... which are lines that intersect a curve at only one point and were discovered by Euclid, who lived in the sixth century, which was dominated by the Goths, who lived in what we now know as Poland ...

Module 5 Project-specific Provisions Development

We all know a storyteller that starts at point A and never finishes ... ever ...

notes

Sentence Structure and Other Things Grammatical

When writing specification instructions ...

The Contractor:

- “shall” do things
- things will not be done “by the Contractor”



Module 5 Project-specific Provisions Development

notes

Sentence Structure and Other Things Grammatical

If the subject is something that cannot be measured or is not measured against a standard:

- The use of adjectives and other word modifiers will not change the meaning

There is no difference between:

- “thoroughly compacted” and “compacted”

Module 5 Project-specific Provisions Development

notes

Stuff to Know Before Starting to Write ...

- Study the Plans thoroughly ...
a MUST!!!
- Special Provisions are written
to the **Contractor NOT the Engineer.**

Module 5 Project-specific Provisions Development

Understanding what you will be writing specs about is important ...

notes

And More Stuff ...

Say it once ... **BUT** if it is in the Plans **do not say it at all** in the Provisions.

Each Special Provision **must be project specific.**

If the information is in the Spec Book it does not belong in the Special Provisions!

Module 5 Project-specific Provisions Development

Repeating information from the Spec Book in the Special Provisions does not make the requirement more enforceable!

notes

What do Contract Provisions do?

The contract provisions specify:

- Work to be done
- Materials requirements
- Construction requirements
- Method of measurement
- Method of payment



Notice anything about this order?

Module 5 Project-specific Provisions Development

notes

What is Proper Specification Format?

The Spec Book same five categories apply to **EVERY** Special Provision you write.

- In most instances the writer only has to revise or supplement the information in the appropriate category in the appropriate section of the Spec Book.
- If the information does not fit into one of the five categories, **it most likely does not belong in the specification!**

Module 5 Project-specific Provisions Development

- Work to be done
- Materials requirements
- Construction requirements
- Method of measurement
- Method of payment

notes

Successful Specials

Questions:

- Is it clear and concise?
- Does it conflict in any way with other specifications or project provisions?
- Is it legal?
- Does it satisfy all Federal spec requirements?
- Does it impact risk/maintain the Department's philosophy of sharing risk?
- Is it enforceable?

Module 5 Project-specific Provisions Development

Successful tips/question from our ASCEs ...

notes

Successful Specials

Questions continued:

- Can the Contractor bid it?
- Does it impact any level playing field issues?
- Does it encourage or constrain the ability to initiate practical solutions?
- Are grammar, punctuation and spelling correct?
- Is there any chance for ambiguity? Can it be interpreted more than one way?

Module 5 Project-specific Provisions Development

notes

Successful Specials

Questions continued:

- Does the spec still work if things do not go as expected?
- Is the specification prescriptive? Does it need to be?
- Will a performance specification work?
- Do other specs have to be modified to make it work?
- Does this type of provision exist in another Region?

Module 5 Project-specific Provisions Development

Special Provisions should not be based on how the designer sees the project going together. The Contractor develops the schedule and the progression of the work. The Contractor rarely works a project the way the designer sees it!

notes

Items for Successful Special Provisions

Setup a system for receiving feedback on problems created by Special Provisions.

Follow your regions QMP processes.

What would you suggest for success?

Module 5 Project-specific Provisions Development

notes

Proper Spec Format ...

The proper format for writing Special Provisions is the same format used in Spec Book Divisions 2 through 8:

- Description (work to be done)
- Materials Requirements
- Construction Requirements
- Measurement (method of)
- Payment (method of)

Remember this Spec Book order?

Module 5 Project-specific Provisions Development

notes

Proper Spec Format ...

As we go through and discuss the format for each section of the Spec Book ... we are going to write a **Project-specific Provision** for the following project requirement:

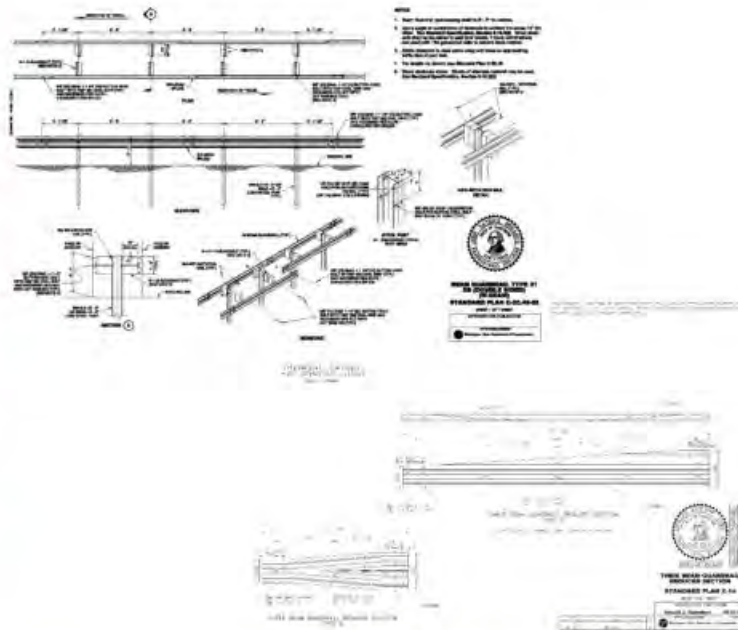
- **Gold-plated** guardrail with w-beam and thrie beam guardrail elements

Module 5 Project-specific Provisions Development

Here are the Standard Plans sheets for w-beam and thrie beam guardrail elements. There is going to be quite a bit of gold-plating needed!

notes

Proper Spec Format



Module 5 Project-specific Provisions Development

This is a story of “gold-plated” guardrail to help you understand how to write a Project-specific Provision. True no one is going to “gold-plate” guardrail! Hopefully, the amusing nature of our story will help you remember a few spec writing “nuggets” ... gold nuggets ...

notes

Description

Not required when work falls under an existing Spec Book section:

8-11 GUARDRAIL

8-11.1 Description

This work shall consist of constructing, modifying, removing, and resetting guardrail and anchors of the kind and type specified in accordance with the Plans, these Specifications, and the Standard Plans in conformity with the lines and grades as staked.

Module 5 Project-specific Provisions Development

notes

Description

To do ...



The description will always begin with:

- “This work shall consist of” followed by a brief description of what the work is.

Use phrases like:

- “furnishing and installing” and
- “removing and disposing of”

Module 5 Project-specific Provisions Development

notes

Description

Do not ...

- Give specifics
- Give quantities



Do not say ...

- “as detailed in the Plans”
- “at the locations shown in the Plans”
- “as directed by the Engineer”
 - The Engineer **does NOT** direct work!

Module 5 Project-specific Provisions Development

notes

Construction Manual

Chapter 1 SS 1-05.9

Equipment

... It is expected that, consistent with WSDOT's policies and delegated authority, the Project Engineer will assist the Contractor in every way possible to accomplish the work under the contract. **However, the Project Engineer must not undertake, in any way, to direct the method or manner of performing the work.**

Module 5 Project-specific Provisions Development

Directly out of the CM ... WSDOT does not direct the contractor's work.

notes

Description

The Description as typically written:

- The Contractor shall cut and remove existing concrete and metal drainage pipe where shown in the Plans or as directed by the Engineer.



The Description correctly written:

- This work shall consist of cutting, removing and disposing of concrete and metal drainage pipes.



Module 5 Project-specific Provisions Development

notes

Description – Gold-plated Guardrail

What steps do we take to make a description for our gold-plated rail elements?

- **First thing is to check the Spec Book description** for guardrail to see if it works for us.
- **We do not want to write anything if we do not have to!**

Module 5 Project-specific Provisions Development

notes

Description

SECTION 8-11.1 Description

This Work consists of constructing, modifying, removing, and resetting guardrail and anchors of the kind and type specified in accordance with the Plans, these Specifications, and the Standard Plans in conformity with the lines and grades as staked.

Module 5 Project-specific Provisions Development

Our gold-plated guardrail story:

Does this description work? We are constructing guardrail. Do the gold-plated guardrail elements fall under the "of the kind and type specified" language? Is there any advantage in the Description to say: "This work shall also consist of gold-plating w-beam and thrie beam guardrail elements?" For standard guardrail elements, the description does not say that w-beam and thrie beam elements are to be galvanized.

The Section 8-11s Description works without modification:

- The Contractor can determine what the work is and can decide if they or a subcontractor will do the work. If the Contractor will do it, they will most certainly read on and find the information on the gold-plating.
- If a subcontractor will do the work, the subcontractor will find the information on the gold-plating and include the cost in the unit bid price given the Contractor. Remember, if the guardrail was standard stuff, there would be no discussion of it in the Special Provisions.
- The fact that Section 8-11 is being discussed in the Special Provisions tells the Contractor that there is something different about the guardrail on this project.

YES ... Section 8-11 works for our gold-plated beam guardrail.

notes

Materials

First – reference the Spec Book whenever possible! Then reference applicable nationally recognized material specifications:

- **ANSI – American National Standards Institute**
- **ASTM – American Society for Testing and Materials**
- **AASHTO – American Association of State Highway and Transportation Officials**

Module 5 Project-specific Provisions Development

Does this theme seem familiar to reference the spec book first/whenever possible?

Before you include some made up gravel composition in your Specials, look to see if there is a gravel material in the Spec Book with a gradation that will work for your application.

- Material described in the Spec Book is readily available, and everyone knows what it is.
- A made-up gravel material may have to be specially blended, which increases cost and decreases availability.

notes

Materials

Modify or edit the referenced specifications to meet the project needs.

- Establish detailed specifications of the properties of each material and the methods of testing when reference specifications are not available.
- All material information **is** to be in the Special Provisions ... **not** in the Plans.

Module 5 Project-specific Provisions Development

notes

Materials

8-11.2 Materials

Materials shall meet the requirements of the following sections:

Beam Guardrail	9-16.3
Rail Element	9-16.3(1)
Posts and Blocks	9-16.3(2)
Galvanizing	9-16.3(3)
Hardware	9-16.3(4)
Anchors	9-16.4(5)

Module 5 Project-specific Provisions Development

notes

Materials

Do we need a Project-specific Provision for our gold-plated beam guardrail?

- Yes ... **the Spec Book** does not cover **gold-plating of guardrail**
- **Only galvanizing is noted!**

Module 5 Project-specific Provisions Development

notes

Materials

Do we need a Project-specific Provision for our gold-plated beam guardrail?

- Yes ... **the Spec Book** does not cover **gold-plating of guardrail**
- **Only galvanizing is noted!**

Module 5 Project-specific Provisions Development

notes

Materials

9-16.3 Galvanizing

W-beam or thrie beam rail elements and terminal sections shall be galvanized in accordance with AASHTO M 180, Class A, type II. Channel rails, splice plates, WF steel posts, and base plates shall be galvanized in accordance with Federal Specification RR-W-410, Table II, galvanized at finished size. Bolts, nuts, washers, plates, rods, and other hardware shall be galvanized in accordance with ASTM A153.

Module 5 Project-specific Provisions Development

Notice the industry standards referenced? Also see that different standards are referenced for different elements.

notes

Materials

What do we need to cover in the Project-specific Provision?

- **Quality of the gold**
 - **Let's go with 24K**
- **Thickness of the gold-plating**
 - **2.5 microns**
- **Testing of the quality and thickness**
 - **Plater certification of the gold quality and thickness**
 - **Random tests in plating facility to verify**

Module 5 Project-specific Provisions Development

notes

Project-specific Provision: Materials

**Section 8-11.2 is supplemented
with the following:**

(***)**

**Section 9-16.3(1) is supplemented
with the following:**

**W-beam and thrie beam rail
elements shall be coated with a
minimum 2.0 microns of 24K
gold-plate. The plating shall be ...**

Module 5 Project-specific Provisions Development

Notice the industry standards referenced? Also see that different standards are referenced for different elements.

notes

Project-specific Provision: Materials (Continued)

... performed at a gold-plating facility that has been performing gold-plating for a minimum of 10 years.

The plating facility shall provide certification that only 24K gold will be used and the required minimum thickness will be achieved.

Module 5 Project-specific Provisions Development

Notice the industry standards referenced? Also see that different standards are referenced for different elements.

notes

Project-specific Provision: Materials (Continued)

The Engineer reserves the right to have the facility perform random verification testing for both quality and thickness at any time prior to the rails leaving the plating facility. If a rail element fails either test, it will be rejected, and the plating operation will stop. The Engineer will randomly test ...

Module 5 Project-specific Provisions Development

notes

Project-specific Provision: Materials (Continued)

... five (5) additional rails. If any of those rail elements fail either test, the failed rail elements shall be rejected, and the facility shall, in the presence of the Engineer, test all rail elements in the facility for both quality and thickness. Elements that fail either test shall be rejected.

Module 5 Project-specific Provisions Development

notes

Project-specific Provision - Materials (Continued)

Prior to restarting the plating operation, the facility shall develop a restart plan to ensure quality and thickness will be achieved. The first 15 rail elements plated following a restart shall be tested by the facility in the presence of the Engineer.

A failure of a rail element during the restart testing will stop operations and the restart process shall begin again with an updated restart plan.

Module 5 Project-specific Provisions Development

notes

Construction Requirements

Specify the requirements **in the order in which they will be performed** to reduce the:


- Possibility of overlooking a requirement
- Instances of missed critical step(s)

Module 5 Project-specific Provisions Development

notes

Does Order Matter ...


Specifications Format Divisions 2 - 8	
Construction Requirements	Construction Methods; Sequence; Testing/Performance Requirements
How to Defuse a Bomb <ol style="list-style-type: none">1. Locate RED wire running between terminals A & C.2. Locate BLUE wire running between terminals B & C.3. Locate WHITE wire running between terminals 1 & B.4. Cut BLUE wire. <p>NOTE: If terminal 2 is empty and WHITE wire runs between terminals 1 & B, Turn To Page 6.</p>	



Module 5 Project-specific Provisions Development

notes	
-------	--

Does Order Matter ...

Specifications Format Divisions 2 - 8	
Construction Requirements	Construction Methods; Sequence; Testing/Performance Requirements
Page 6 - WARNING: Prior to cutting BLUE wire, install a jumper between terminals 2 and C, and between!	

Module 5 Project-specific Provisions Development

notes

Construction Requirements

The requirements **must be measurable:**

- So it can be **determined if the work has been done**
and
- **Done correctly!**

Module 5 Project-specific Provisions Development

notes

Construction Requirements

Describe:

- “what to build”
or
- “the end product”
but ...
- **NOT** both!

Module 5 Project-specific Provisions Development

"What to build" is the prescriptive special for our gold-plated guardrail.

"The end product" is the performance special that we will talk about later.

You cannot have both in the same provision.

notes

Construction Requirements

Specify **testing requirements for acceptance** and include:

- Preliminary
- Interim and ...
- Final test requirements



Module 5 Project-specific Provisions Development

notes

Construction Requirements

Supplement or revise the **lowest Spec Book section** that is applicable.

Supplement section:

- 8-20.3(14)A Signal Controllers
not
- 8-20.3(14) Signal Systems
or
- 8-20.3 Construction Requirements



Module 5 Project-specific Provisions Development

notes

Construction Requirements

8-20.3 Construction Requirements

8-20.3(1) General

8-20.3(14) Signal Systems

8-20.3(14)A Signal Controllers

All control cabinets and control equipment shall be factory wired ready for operation. Field work will be limited to placing cabinets and equipment and connecting the field wiring to field terminal strips. All controller cabinets shall be installed on a silicone seal pad.

Controllers for portable traffic signal systems shall conform to the requirements of [Section 9-29.13\(7\)](#).

Module 5 Project-specific Provisions Development

Which section do we supplement?

8-20.3(14) Signal Systems

8-20.3(14)A Signal Controllers (Supplement or revise this section.)

All control cabinets and control equipment shall be factory wired ready for operation. Field work will be limited to placing cabinets and equipment and connecting the field wiring to field terminal strips. All controller cabinets shall be installed on a silicone seal pad.

Controllers for portable traffic signal systems shall conform to the requirements of Section 9-29.13(7).

notes

Construction Requirements

There is **no reason to explain or justify** requirements or procedures.

There should **never** be instructions to the Contracting Agency personnel.

If you are not familiar with a particular material or construction practice ... get help from someone with the required knowledge or experience ... do **NOT** guess!!!

Module 5 Project-specific Provisions Development

No need to explain ... the fewer the words the better and more impactful – just say what we must have!

notes

Construction Requirements



“**Approval actions**” and “**acceptance**” may be considered to be the same when conflict resolution reaches the claim stage.

- Disclaimers are not generally successful as a defense in **litigation**.
- If something or a step is forgotten ... it is **NOT** part of the contract!

Module 5 Project-specific Provisions Development

And it is not the Contractor's responsibility to figure that out. It is all on WSDOT and the Spec writer. There are complaints about Contractors taking advantage of WSDOT ... but you would be amazed how often they see something we have missed and they just include it or do whatever step we missed without saying a word!

notes

Why do I Need to Know About Working Drawings?

The spec writer **NEEDS** to understand the various working drawing types and submittal needs
CM SS 1-05.3:

Type 1 – Submitted for Contracting Agency information

- Submittal a **minimum** of seven calendar days before work represented by the submittal begins.



Module 5 Project-specific Provisions Development

These slides show how working drawings feed into your working days ... see the different review times?

notes

Working Drawings

Type 2 – Submitted for Contracting Agency review and comment

- Engineer is allowed **up to 20 calendar days** for review.
- Work represented by the Working Drawing shall not proceed until comments from the Engineer have been addressed.

Type 2E – Same as a Type 2 Working Drawing

- In addition – drawings and calculations are **stamped** by a Professional Engineer.

Module 5 Project-specific Provisions Development

notes

Working Drawings

Type 3 – Submitted for Contracting Agency review and approval

- Engineer is allowed **up to 30 calendar days** for review.
- Engineer's written approval will be required before proceeding with the Work represented by the Working Drawing.

Type 3E – Same as a Type 3 Working Drawing

- In addition – drawings and calculations **stamped** by a Professional Engineer.

Module 5 Project-specific Provisions Development

notes

Project-specific Provision – Construction Requirements

Section 8-11.3 is supplemented with the following:

(*****)

Storing and Handling of Gold-plated Rail Elements

Gold-plated guardrail elements shall be stored at the plating facility and not delivered to the project site more than seven days prior to their installation.

The rail elements shall be handled carefully to avoid damage. Damage caused by the ...

Module 5 Project-specific Provisions Development

notes

Project-specific Provision – Construction Requirements (Continued)

... Contractor’s dropping or mishandling of the rail elements shall be repaired by the Contractor at no cost to the Contracting Agency.

The rail elements shall be stacked at least 12 inches above ground and completely covered to protect them from the weather.

Module 5 Project-specific Provisions Development

notes

Project-specific Provision – Construction Requirements (Continued)

Repair of Damage

Scratches and imperfections, not caused by the Contractor’s handling, that exist after the rail element installation, shall be repaired in the field by the gold-plater using a “brush plating” method.

Module 5 Project-specific Provisions Development

Brush plating is a thing and is done with a “brush” – I not verify that it can be done out of doors. For sake of our Gold-plated Spec story ... we will say it can be!

notes

Measurement

This is a statement of “what” is being measured, not the item name.

Measurement:

- **Of what the item is** (guardrail Spec 8-11)
- **For/of how measured** (linear foot measures along the line of completed guardrail Spec 8-11.4)
- **Will be by the unit of measure** (linear foot Spec 8-11.5)

Module 5 Project-specific Provisions Development

notes

Spec Book Measurement Statement 8-11.4

Measurement of beam guardrail and beam guardrail with long posts will be by the linear foot measured along the line of the completed guardrail, including expansion section, and will also include the end section for F connections.

Module 5 Project-specific Provisions Development

This is the full measurement statement from the Spec Book for your reference. You will see different measurement statements for the different types of guardrail and associated activities/components.

notes

Measurement

If the unit of measure is difficult to define – the need for measurement should be questioned.



Consider:

- ... “including” the work with an **associated** item of work.
- Paying by lump sum.
- Using force account to perform the work.

Module 5 Project-specific Provisions Development

NOTE that “**associated**” is emphasized. This is key. You would not want to include paving in fencing!

notes

Measurement

Lump Sum

- **Lump sum requires more accurate information than unit bid item.**
 - **Not governed by the 25% over/underrun rule that governs unit bid item.**
 - **Whatever quantities you state in the Project-specific Provision is exactly what the Contractor bids.**
 - ♦ **If you under-estimate, even by one guidepost to be removed, you owe him to remove the extra guidepost.**

Module 5 Project-specific Provisions Development

notes

Measurement

Lump Sum (continued)

- **Whatever quantities you state in the Project-specific Provision is exactly what the Contractor bids.**
 - **If you over-estimate by a hundred guidepost to be removed, you pay him for the hundred guideposts he did not have to remove.**
- **No specific unit of measurement required.**

Module 5 Project-specific Provisions Development

notes

Measurement

Force Account

- **Force account is for work that you do not know enough about to bid any other way.**
 - **An access road that you are not sure how long it will be or what type of material will be required to make it passable. Or maybe you do not know if it will be required at all.**
 - **No specific unit of measurement required.**

Module 5 Project-specific Provisions Development

notes

Measurement

Force Account (continued)

- Work must be well defined in the item name as to what will be covered to control expenditures.
 - “Bridge Access Road”
- Must estimate the cost of work and furnish that price to become a part of the Contractor’s bid.
 - Estimated cost should be reasonable, so you have enough to do the work without having an excess of money tied up in the item.

Module 5 Project-specific Provisions Development

If there were more than one bridge on the project, the item name would need to be further refined. “I-5 /52nd Avenue Bridge Access Road.”

notes

Project-specific Provision – Measurement

Do we need to write anything?

- **If we measure the gold-plating by the ounce of gold used, we need a measurement statement, but:**
 - **Measuring by the ounce would be difficult to calculate.**
 - **How many ounces were used on rejected rails?**
 - **How many ounces are still in the vat when we finish?**

Module 5 Project-specific Provisions Development

Need to think about some things before we write our Project-specific Provision measurement statement.

notes

Project-specific Provision – Measurement

Do we need to write anything?

- If we measure the gold-plated guardrail by the linear foot installed, we do not need to revise or supplement the measurement for guardrail in Section 8-1.4.
 - “Measurement of beam guardrail and beam guardrail with long posts will be by the linear foot measured along the line of the completed guardrail, including expansion section, and will also include the end section for F connections.”

Module 5 Project-specific Provisions Development

Linear foot is easy and there is nothing in the Spec Book measurement statement that is not true even for the gold-plated guardrail. So, let's go with this option.

notes

Payment

1-09.6 Force Account

- **Is appropriate to use**
- **Nobody likes using force account**
 - Not a good reason to not use it
- **Instead they pay by lump sum**
 - **LS is paid whether the work is completed or not!**

Force account is ONLY paid if it is used!

Module 5 Project-specific Provisions Development

Yes ... force account takes time and documentation! See 1-09.6 for labor, materials, equipment, services, mobilization and Contractor markups.

notes

Payment

Lump Sum

Paid even if the work is not performed

Deleted work – 1-04.4 and 1-04.4(2)C2

- **Negotiated / Proposed by Contractor**

Throughout Spec Book

Designer Provides Solid Estimate

Module 5 Project-specific Provisions Development

Linear foot is easy and there is nothing in the Spec Book measurement statement that is not true even for the gold-plated guardrail. So, let's go with this option.

notes

Payment

Most often you will be **“supplementing”** an **existing payment Spec Book section**

Payment

Section 7-08.5 is supplemented with the following:

“Exact Item Name” per unit of measure

The **“Exact Item Name”** is to be inside of quotation marks and appear **exactly** as it appears on the Summary of Quantities and the proposal!

Module 5 Project-specific Provisions Development

Another common theme – to supplement (or revise) the spec book!

notes

Payment

If there is a “new” payment section, it will always begin with the following:

Payment

Pay will be made for each of the following Bid Items that are included in the Proposal:

“Exact Item Name”, per unit of measure.

The “**Exact Item Name**” is to be inside of quotation marks and appear **exactly** as it appears on the Summary of Quantities and the proposal.

Module 5 Project-specific Provisions Development

notes

Payment

Work is never “incidental to” and payment “included in” an item of work.

All work should be described in the text of the Specification and would not normally have to be explained further in the pay statement.

The objective is for no surprises in the pay statement!

Module 5 Project-specific Provisions Development

Reminder from our ASCEs that “incidental to” and “included in” are not a good idea! WSDOT is striving to be an owner of choice.

notes

Project-specific Provision – Payment

Do we need to write anything?

- Include the cost of the gold-plating in the per linear foot cost for guardrail and use the standard item.
 - Gold-plating is expensive, so this would affect the price of guardrail for a long time.

Module 5 Project-specific Provisions Development

We are measuring the gold-plated guardrail by the linear foot which gives us a couple of options for payment ...

notes

Project-specific Provision – Payment

Do we need to write anything?

- Have a separate new payment item for the gold-plated guardrail.
 - If there is both standard guardrail and gold-plated guardrail on the project, this is really the only way to do it. Otherwise, the Contractor has to “average” the cost of the standard and gold-plated guardrail.

Module 5 Project-specific Provisions Development

notes

Project-specific Provision – Payment ... Continued

Do we need to write anything?

- Have a separate new payment item for the gold-plated guardrail.
 - If you overrun the standard guardrail you will be paying a higher price for each additional linear foot.
 - If you overrun the gold-plated guardrail, you will be underpaying the Contractor, opening yourself up for a claim.

Module 5 Project-specific Provisions Development

notes

Project-specific Provision – Payment

Section 8-11.5 is supplemented with the following”

“Gold-plated Guardrail”, per linear foot.

The unit contract price for “Gold-plated Guardrail” shall be full pay to perform the work as specified, including all costs associated with the gold-plating process.

Module 5 Project-specific Provisions Development

notes

Final Project-specific Provision for Gold-plated Guardrail

8-11.GR8

Guardrail

8-11.2.GR8

Materials

8-11.2.INST1.docx

Section 8-11.2 is supplemented with the following:

8-11.2.OPT1.docx

(*****)

Section 9-16.3(1) is supplemented with the following:

W-beam and thrie beam rail elements shall be coated with a minimum 2.0 microns of 24K gold-plate. The plating shall be performed at a gold-plating facility that has been performing gold-plating for a minimum of 10 years.

The plating facility shall provide certification that only 24K gold will be used and the required minimum thickness will be achieved.

Module 5 Project-specific Provisions Development

Each piece of the Project-specific Provision is it's own stand-alone bit of information and has it's own file name and set of asterisks. Asterisks go just in front of the information you are providing that supplements or revises the Spec Book.

Your Project-specific Provisions will be formatted the same as the GSPs, except that the extension will be ".docx". I use lower case, because it makes it easier to find the Project-specific Provisions in the run-list.

notes

Final Project-specific Provision for Gold-plated Guardrail

The Engineer reserves the right to have the facility perform random verification testing for both quality and thickness at any time prior to the rails leaving the plating facility. If a rail element fails either test, it will be rejected, and the plating operation will stop. The Engineer will randomly test 5 additional rails. If any of those rail elements fail either test, the failed rail elements shall be rejected, and the facility shall, in the presence of the Engineer, test all rail elements in the facility for both quality and thickness. Elements that fail either test shall be rejected.

Prior to restarting the plating operation, the facility shall develop a restart plan to ensure quality and thickness will be achieved. The first 15 rail elements plated following a restart shall be tested by the facility in the presence of the Engineer.

A failure of a rail element during the restart testing will stop operations and the restart process shall begin again with an updated restart plan.

Module 5 Project-specific Provisions Development

notes

Final Project-specific Provision for Gold-plated Guardrail

8-11.3.GR8

Construction Requirements

8-11.3.INSTR1.docx

Section 8-11.3 is supplemented with the following:

8-11.3.OPT1.docx

(*****)

Storing and Handling of Gold-plated Guardrail Elements

Gold-plated guardrail elements shall be stored at the plating facility and not delivered to the project site more than seven days prior to their installation.

The rail elements shall be handled carefully to avoid damage. Damage caused by the Contractor's dropping or mishandling of the rail elements shall be repaired by the Contractor at no cost to the Contracting Agency.

The rail elements shall be stacked at least 12 inches above ground and completely covered to protect them from the weather.

Module 5 Project-specific Provisions Development

Again, each piece of the Project-specific Provision is its own stand-alone bit of information and has its own file name and set of asterisks. Asterisks go just in front of the information you are providing that supplements or revises the Spec Book.

notes

Final Project-specific Provision for Gold-plated Guardrail

8-11.3.OPT2.docx

(*****)

Repair of Damage

Scratches and imperfections, not caused by the Contractor's handling, that exist after the rail element installation, shall be repaired in the field by the gold-plater using a "brush plating" method.

8-11.5.GR8

Payment

8-11.5.INST1.docx

Section 8-11.5 is supplemented with the following:

8-11.5OPT1.docx

(*****)

"Gold-plated Guardrail", per linear foot.

The unit contract price per linear foot for "Gold-plated Guardrail" shall be full pay to perform the work as specified, including all costs associated with the gold-plating process.

Module 5 Project-specific Provisions Development

The asterisks are placed just in front of the information you are providing that supplements or revises the Spec Book.

notes

Useful List for Successful Project-Specific Provision Development and Tracking

Name: _____ Date: _____
Project: _____ XL-Job: _____
Station/Location of work: _____

Description

Materials

Construction Requirements

Measurement

Payment

Module 5 Project-specific Provisions Development

Just an example of how to keep track of your special provisions as you write them.

notes

Spec Example

1 (*****)
2 **Tree Removal**

3 **Description**
4 This Work shall consist of removing trees as shown in the plans. The removal of trees
5 shall include removal of limbs, trunks, stumps, and roots. If obstructions are encountered,
6 preventing the full removal of stumps and/or roots, the remainder of removal shall be as
7 directed by the Engineer and paid for under Force Account – Tree Root Removal
8 Conflicts.
9

10 **Construction Requirements**
11 Tree Removal work shall only take place during lane restriction hours listed in the
12 Contract.
13
14 The Contractor shall completely remove and dispose of the existing trees as shown on
15 the Plans. Wood greater than 6" diameter shall be cut into 8-25 foot lengths and be
16 delivered to the following address:
17
18 2020 W 2020th St
19 AnyTown, WA 99000
20 Site Contact: Lead Engineer
21 Phone: 000-000-0000
22
23 Contact: Tree Duds, AnyTown Urban Forester
24 Phone: 000-000-0001
25
26 The Town of AnyTown shall be notified 2 working days in advance of the delivery. Delivery
27 shall be made Monday through Friday between the hours of 8:00 am and 4:00 pm.
28
29

30 **Measurement**
31 "Tree Removal" will be measured per each
32
33 **Payment**
34 "Tree Removal", per each.
35
36 The unit contract price per each shall be full payment for all costs to complete the Work
37 as specified including removal and disposal/delivery of trees and debris. All removal items
38 except those listed above shall become the property of the Contractor.
39

Module 5 Project-specific Provisions Development

Let's discuss this spec example! What do you see:

- Can this be improved
- Should it be used at all
 - Clearing, Grubbing, and Roadside Cleanup

notes	
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2-01 Clearing, Grubbing, and Roadside Cleanup

2-01.1 Description

The Contractor shall clear, grub, and clean up those areas staked or described in the Special Provisions. This Work includes protecting from harm all trees, bushes, shrubs, or other objects selected to remain.

“Clearing” means removing and disposing of all unwanted material from the surface, such as trees, brush, down timber, or other natural material.

“Grubbing” means removing and disposing of all unwanted vegetative matter from underground, such as sod, stumps, roots, buried logs, or other debris.

“Roadside cleanup”, whether inside or outside the staked area, means Work done to give the roadside an attractive, finished appearance.

“Debris” means all unusable natural material produced by clearing, grubbing, or roadside cleanup.

Module 5 Project-specific Provisions Development

notes

2-01.3(1) Clearing

The Contractor shall:

1. **Fell trees** only within the area to be cleared.
2. Close-cut parallel to the slope of the ground all stumps to be left in the cleared area outside the slope stakes.
3. Follow these requirements for all stumps that will be buried deeper than 5 feet from the top, side, or end surface of the embankment or any structure and are in a location that will not be terraced as described in Section 2-03.3(14):
 - a. Close-cut stumps under 18 inches in diameter.
 - b. Trim stumps that exceed 18 inches in diameter to no more than 12 inches above original ground level
4. Leave standing any trees or native growth indicated by the Engineer.
5. Trim all trees to be left standing to the height specified by the Engineer, neatly cutting all limbs close to the tree trunk.
6. Thin clumps of native growth as the Engineer may direct.
7. Protect, by fencing if necessary, all trees or native growth from any damage caused by construction operations.

Module 5 Project-specific Provisions Development

notes

2-01.3(2) Grubbing

The Contractor shall:

1. Grub deep enough to **remove all stumps**, large roots, buried logs, and other vegetative material.
2. Grub all areas:
 - a. Indicated by the Engineer or by the Special Provisions.
 - b. To be excavated, including area staked for slope treatment.
 - c. Where subdrainage trenches will be dug, unsuitable material removed, or Structures built.
 - d. In which hillsides or existing embankments will be terraced as described in Section 2-03.3(14).
 - e. Upon which embankments will be placed, except stumps may be close-cut or trimmed as allowed in Section 2-01.3(1) item 3.

A **Contract may include grubbing without mentioning clearing or roadside cleanup**. In that case, the **Contractor shall remove and dispose of** all upturned **stumps** and roots of windfalls that lie within the cleared area of the Right of Way, even though they are outside the area staked for grubbing. Such Work shall be incidental to other Work covered by the Contract.

Module 5 Project-specific Provisions Development

notes

Do you think this was needed?

1 (*****)
2 **Tree Removal**
3 **Description**
4 This Work shall consist of removing trees as shown in the plans. The removal of trees
5 shall include removal of limbs, trunks, stumps, and roots. If obstructions are encountered,
6 preventing the full removal of stumps and/or roots, the remainder of removal shall be as
7 directed by the Engineer and paid for under Force Account – Tree Root Removal
8 Conflicts.
9
10 **Construction Requirements**
11 Tree Removal work shall only take place during lane restriction hours listed in the
12 Contract.
13
14 The Contractor shall completely remove and dispose of the existing trees as shown on
15 the Plans. Wood greater than 6" diameter shall be cut into 8-25 foot lengths and be
16 delivered to the following address:
17
18 2020 W 2020th St
19 AnyTown, WA 98000
20 Site Contact: Lead Engineer
21 Phone: 000-000-0000
22
23 Contact: Tree Dude, AnyTown Urban Forester
24 Phone: 000-000-0001
25
26 The Town of AnyTown shall be notified 2 working days in advance of the delivery. Delivery
27 shall be made Monday through Friday between the hours of 8:00 am and 4:00 pm.
28
29
30 **Measurement**
31 "Tree Removal" will be measured per each.
32
33 **Payment**
34 "Tree Removal", per each,
35
36 The unit contract price per each shall be full payment for all costs to complete the Work
37 as specified including removal and disposal/delivery of trees and debris. All removal items
38 except those listed above shall become the property of the Contractor.
39



Module 5 Project-specific Provisions Development

notes

Cost and Special Provisions



NOTE:

- It is much **cheaper and easier** to go over and correct the information ...
 - **BEFORE** it goes to ad than to deal with by addendum ...
 - Before it goes to construction than to deal with it by change order or the claim stage ...

Module 5 Project-specific Provisions Development

This is extremely important and probably obvious ... the later in the project process a change is made ... the more expensive it will be!!!

notes

About Cost



1-10-100 Rule

1x

- Cost to change in **DESIGN**

10x

- Cost to change via **ADDENDUM**

100x

- Cost to change with **CHANGE ORDER** during Construction

Module 5 Project-specific Provisions Development

Specifications correctly chosen / written for the project OR corrected during design provide significant project efficiencies and cost savings.

Prices to correct errors increase dramatically as shown in the slide – for example the issuance of an addendum. I offer that the cost to change via addendum very well could cost 10x more than in design – depending upon the amount of staff work/hours associated with the addendum needs:

- rework of plans
- new design needs
- delay to the ad date
- not always is an addendum simply a single sheet of paper

Story – I-90 Mercer Island lid. There were 11 addendums if I recall correctly. I was creating the Record of Materials (ROM) statewide at that time. Just the time alone to review each addendum for new materials, determine the specific materials acceptance and testing needs – for each and every addendum was very costly! If all the materials were known when the ROM was first created – there would have been substantial cost savings just accounting for my time. Think of the designers time for each addendum. Mega projects will continue to be with us ... and the associated cost for corrections!

notes

Common Errors



Module 5 Project-specific Provisions Development

Yes ... we all make mistakes. Our goal is to minimize them as much as humanly possible!

A few of the most common types of errors are on the following slides. Quality assurance (QA) and quality control (QC) will help find errors – but do NOT rely solely on the QA/QC process. QA/QC starts with the designer and their team!

notes

Spec Development Common Errors

Specials – Absolutely Necessary?

- **Not needed**
 - Creates change orders
 - Creates risk
 - Adds cost
 - See above
 - Extra/unnecessary paperwork
 - Administrative for paperwork
- **Trying to correct a one-time issue**
 - See all of the bullets above!

Module 5 Project-specific Provisions Development

notes

Spec Development Common Errors

Project-Specific Provisions

- **Conflicts with other contract information**
- **Incomplete / missing:**
 - Work to be done
 - Materials requirements
 - Construction requirements
 - Method of measurement
 - Method of payment

Module 5 Project-specific Provisions Development

notes

Spec Development Common Errors

Specials – New Bid Item

Needs all of the following:

- Work to be done
- Materials requirements
- Construction requirements
- Method of measurement
- Method of payment

Example

- BI 333 – Access Road
- What does it need?

Module 5 Project-specific Provisions Development

When you create a new bid item – it is **NOT** covered by the Standard Spec Book or any other WSDOT document. You **must** also write all of the items covered by the spec book:

- Work to be done
- Materials requirements
- Construction requirements
- Method of measurement
- Method of payment

notes

Spec Development Common Errors

Reviews

Lack of:

- Time for thorough review
- Specialty groups availability – especially during construction season
- Knowing which groups to include
- Understanding review importance

Module 5 Project-specific Provisions Development

notes

Spec Development Common Errors

Sentences and Statements

- Incomplete, unclear or ambiguous statements such as words missing from sentences.
- Sentences missing from paragraphs.

Module 5 Project-specific Provisions Development

notes

Spec Development Common Errors

Sentences and Statements

- Incomplete, unclear or ambiguous statements such as words missing from sentences.
- Sentences missing from paragraphs.

Module 5 Project-specific Provisions Development

notes

Spec Development Common Errors

References

- **Missing details noted:**
 - In specials
 - On plan sheets
- **Page numbers:**
 - Missing altogether
 - Incorrect
- **Incorrect reference**

Module 5 Project-specific Provisions Development

notes

Spec Development Module 5 Summary

Start specials EARLY!!! Know your plans

Work with:

- Specialty groups
- SMEs

**Is the special
NECESSARY?**

- What issue are you solving?
- Be brief

**Follow your regions
QMP**

**Requires ASCE
approval**

- Justification

**Do NOT modify
Division 1**

- FHWA approval

Follow Spec Book

- Supplement
- Revise

Module 5 Project-specific Provisions Development

Take NOTES!!!

notes



Darlene Sharar @ 360-489-4822

Module 5 Project-specific Provisions Development

notes

CONTRACT SPEC WRITING Module 6



DESIGN-BUILD

Module 6 Design-Build

This module is just to give you a flavor of the overall design-build process!

notes

Why NOT Combine Design-Bid-Build and Design-Build?



DBB and DB have different:

- Project Design Paths
- Standard Specifications
- General Provisions
- Contract Structure
- Contracts



Module 6 Design-Build

notes

Design-Build Contract Structure

Chapter 1, General Provisions

- Replaces Division 1 of the Standard Specifications

Chapter 2, Technical Requirements

- Consists of discipline-specific sections. Each section is typically broken out into the following subsections:
 - General / Scope
 - Mandatory Standards
 - Personnel Requirements
 - Design and Construction Criteria
 - Submittals



Module 6 Design-Build

This is a brief description for the structure of a design-build contract.

notes

Chapter 2, DB Technical Requirements (1 OF 2)

- 2.1 General Information
- 2.2 Mandatory Standards
- 2.5 Surveys and Mapping
- 2.6 Geotechnical
- 2.7 Pavement
- 2.8 Environmental
- 2.9 Communications
- 2.10 Utilities and Relocation Agreements
- 2.11 Roadway
- 2.12 Project Documentation
- 2.13 Bridges and Structures
- 2.14 Hydraulics
- 2.15 Roadside Restoration (Landscape and Aesthetics)



4

Module 6 Design-Build

This slide contains the table of contents of Chapter 2

notes

Chapter 2, DB Technical Requirements (2 OF 2)

- 2.16 Illumination
- 2.17 Traffic Signals
- 2.18 Intelligent Transportation Systems (ITS)
- 2.19 Signing
- 2.20 Pavement Marking
- 2.21 Traffic Operations
- 2.22 Maintenance of Traffic (MOT)
- 2.23 Railroad
- 2.24 Right of Way (ROW)
- 2.25 Control of Materials
- 2.26 Toll Infrastructure
- 2.28 Quality Management Plan
- 2.29 Maintenance During Construction

Module 6 Design-Build

This slide contains the table of contents of Chapter 2

notes

Design-Build Order of Precedence

1. Change Orders
2. Design-Build Contract, excluding WSDOT Identified Betterments
3. WSDOT Identified Betterments
4. General Provisions (RFP Chapter 1)
5. Technical Requirements (RFP Chapter 2)
6. All other Contract Documents in RFP Appendix A1
7. Design-Builder's Proposal

Module 6 Design-Build

The order of precedence is in Section 1-03.2 of the General Provisions. Orders of precedence are particularly important in design-build contracts.

notes

Order of Precedence

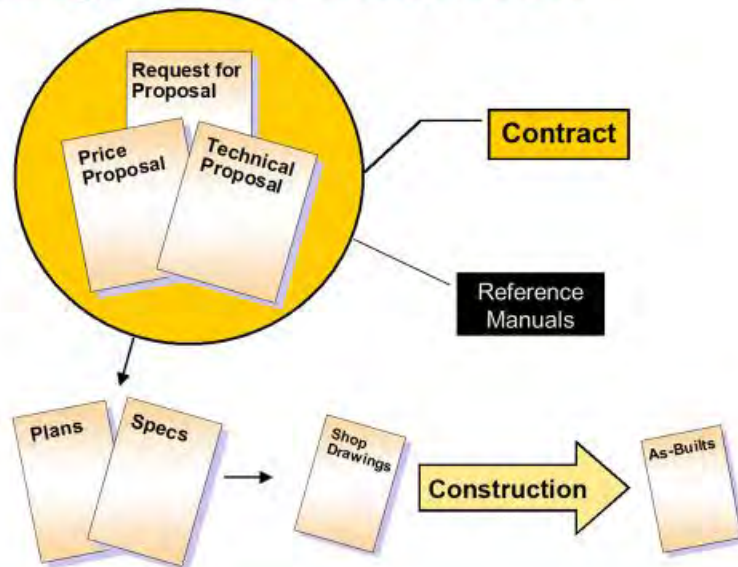
DESIGN-BID-BUILD		DESIGN-BUILD	
1	Addendum	1	Change Orders
2	Proposal Form	2	Design-Build Contract, excluding WSDOT Identified Betterments
3	Special Provisions	3	WSDOT Identified Betterments
4	Contract Plans	4	General Provisions (RFP Chapter 1)
5	Standard Specifications	5	Technical Requirements (RFP Chapter 2)
6	Standard Plans	6	All other Contract Documents in RFP Appendix A1
		7	Design-Builder's Proposal

Module 6 Design-Build

This is the example from Module 1 of why we are not combining teaching DDB and DB at the same time. Just look at the significant differences in their respective orders of precedence!!!

notes	
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Design-Build Contract



WSDOT

8

Module 6 Design-Build

The structure of a design-build contract differs significantly from a DBB!

The Request for Qualifications (RFQ) is step one – soliciting contractors to literally submit their qualifications!

The Request for Proposals (RFP) is step two. Contractors that are the top three – four in the RFP process are invited to submit their RFP. The contract shown here is flow between WSDOT and the DB prime!

notes

Headquarters Design-Build Contacts

Denys Tak, PE
Lead Construction Engineer
(360) 705-7833
takd@wsdot.wa.gov

Art McCluskey, PE, DBIA
Design-Build Program Manager
(360) 705-7468
mcclusa@wsdot.wa.gov

Jolena Missildine, PMP, Assoc. DBIA, CCM
Design-Build Engineer
(360) 705-7548
missildj@wsdot.wa.gov

Chris Gross
Design-Build Program Assistant
(360) 705-6859
grossc@wsdot.wa.gov



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Module 6 Design-Build

notes

Design-Build Resources:

- **WSDOT Design-Build Web Page**
<http://www.wsdot.wa.gov/Projects/delivery/designbuild/Default.htm>
- **WSDOT Design-Build Manual**
<http://sharedot.eng/cn/hqconstr/dpb/Design%20Build%20Manual/Forms/AllItems.aspx>
- **Joint Transportation Committee of Washington State Legislature Design-Build Study**
<http://leg.wa.gov/JTC/Pages/Design-Build-Study.aspx>
- **WSDOT Design-Build Templates**
<http://sharedot.eng/cn/hqconstr/dpb/DB%20Templates/Forms/AllItems.aspx>
- **WSDOT Design-Build Subject Matter Experts List**
<http://sharedot.eng/cn/hqconstr/dpb/DB%20Resources/DBHQ%20SME%20List.xlsx?Web=1>
- **Design-Build Institute of America Best Practices**
<https://www.dbia.org/resource-center/Pages/Best-Practices.aspx>

Module 6 Design-Build

Note the resources available to research and learn about design-build generally and at WSDOT. To open the hyperlinks – right click and select open hyperlink!

notes

Design-Build Resources For Success!

- Prior Work Products
- WSDOT Internal Design-Build Workgroup
- WSDOT/AGC/ACEC Design-Build Committee
- WSDOT Subject Matter Experts
- WSDOT Construction and Design Staff
- Other State DOTs
- Various Federal, State, and Academic Research Reports
- Design-Build Institute of America



Module 6 Design-Build

Prior Work Products

- Guidebook, Guidance Statements, Templates

WSDOT Internal DB Workgroup

- Meets every 4-6 weeks, HQ, Region representatives
- Source for document creation, discussion.

WSDOT/AGC/ACEC DB Committee

- Industry partnership
- Competing interests
- Good forum for exchange, comment

WSDOT SME

- Assist with Tech Requirement development
- Resource during RFP creation

WSDOT Construction and Design Staff

- ASCE/ASDE Monthly meetings

Other State DOTs

- As shown in a previous slide, many states are using DB in transportation
- Many choices for documents, procedures
- Modify per WSDOT requirements

Research Reports

- Wealth of information on all aspects

DBIA

- WSDOT is Industry Partner member
- Access to best practices, research, documents
- Potential training partner

DESIGN-BUILD

Module 6 Summary

DB Different from DBB

- Processes
- Contract Structure
- Order of Precedence
- Standard Specifications and General Specifications

Special Provisions

- Special Provisions – WSDOT-developed modifications to the Standard Specifications 4 listed in Appendix B. The Engineer of Record shall incorporate applicable Special 5 Provisions into the Technical Specifications. The index includes an explanation of when 6 the specification is applicable.

Module 6 Design-Build

notes

DESIGN-BUILD

Module 6 Summary

Standard Specification Division 1 is replaced by:

- Request for Proposals (RFP) Chapter 1 General Provisions
- Standard Specifications – Divisions 2 through 9 of the WSDOT Standard Specifications for Road, Bridge, and Municipal Construction M 41-10, subject to the modifications set forth in Section 1-03.3 and any modifications contained in the Special Provisions. Division 1 of said publication is superseded in its entirety by these General Provisions.

Module 6 Design-Build

notes



Module 6 Design-Build questions

Module 6 Design-Build

notes

CONTRACT SPEC WRITING Module 7



Cautions, Tips and Advice ASCEs ASDEs



Module 7 Cautions, Suggestions and Advice – ASCEs and ASDEs

Our WSDOT Assistant State Construction Engineers and Assistant State Design Engineers are one of the keys to successful projects. They participate in and review our projects – which are a significant number statewide!

notes	
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Cautions



Special Provisions:

- **Is it absolutely necessary**
 - Evaluate the **real need** for the project-specific provision
- **Does it add constraints to the contract**
- **It is being used to correct a one-off situation**

Module 7 Cautions, Suggestions and Advice – ASCEs and ASDEs

Special provisions should not be used to try to correct a situation that happened once.

notes

Cautions ... Bid Items

Tweaking a Standard Pay Item:

- **Making something included in a standard item:**
 - This may make the standard bid item more expensive
 - Make the item useless in our database
 - Can just be a bad idea

Example

- Adding a special provision to make crack sealing included in the cost of to HMA paving



Module 7 Cautions, Suggestions and Advice – ASCEs and ASDEs

Everything being incidental to something else can be a bad idea. This advice is strongly emphasized – as you will see!

There are reasons that we have standard pay items including:

- Bid history
- Consistency in bidding
- Consistency in contract administration
- Logical splits in between items of work

notes

Cautions ... Bid Items

Remember new bid items need to follow spec book format:

Work to be done

- What do I want or what do I want done

Materials requirements

- How will I know if I got what I wanted

Construction requirements

- How will I know if I got what I wanted



Module 7 Cautions, Suggestions and Advice – ASCEs and ASDEs

Friendly reminder that all bid items need and follow the spec book formatting!

notes

Cautions ... Bid Items

Remember new bid items need to follow the spec book format:

Method of measurement

- How am I going to measure the work

Method of payment

- What am I going to pay for and how am I going to pay for it



Module 7 Cautions, Suggestions and Advice – ASCEs and ASDEs

Continued ... friendly reminder that all bid items need to follow the spec book formatting!

notes

Cautions ... Bid Items

Traceable from:

- Estimate Backup
- To Estimate
- To Standard Specifications or Project-specific Provision
- To Quantity Tabs
- To Summary of Quantities



Module 7 Cautions, Suggestions and Advice – ASCEs and ASDEs

All bid items need to:

- Be accounted for
- In the contract plans

notes

Cautions ... Bid Items

Composite Pay Items:

“Included in” is **NOT** good practice as it excludes:

- Bid history
- Consistency in bidding
 - Impacts bidding
- Consistency in contract administration
- Local splits between items of work

Module 7 Cautions, Suggestions and Advice – ASCEs and ASDEs

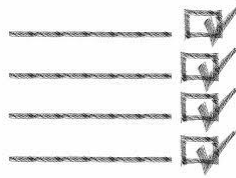
notes

Cautions ... Bid Items

Small Quantities:

Use lump sum:

- **“Incidental to”** not recommended
- **Small quantity unit items** less than ideal:
 - Tracking
 - Pricing
 - Administration



Module 7 Cautions, Suggestions and Advice – ASCEs and ASDEs

notes

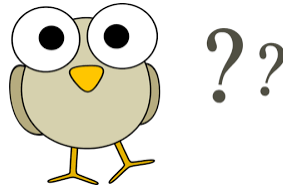
Cautions ... Bid Items

Non-Standard Items

What is the trigger?

Discuss:

- The need
- The justification
- Other alternatives



Module 7 Cautions, Suggestions and Advice – ASCEs and ASDEs

notes

Tips/Advice:

- Do not **even think about innovative specs without thorough prior consultation**
- Avoid **specifying the Contractor's schedule/order of work**
- Do not **make the Contractor responsible for weather**



Module 7 Cautions, Suggestions and Advice – ASCEs and ASDEs

The advice are nuggets of gold to help you be successful! They are not noted in any particular order – EXCEPT for the first bullet!!!

- It is critical to discuss the need for innovative specs with experienced staff and obtain prior approval from HQ construction – but are bullets of years of experience and information in a few slides!

notes

Tips/Advice:

- **Absent a performance specification that works – allow for innovation with regard to method**
- **Use performance specs rather than prescriptive specs**
- **Given our contract structure a warranty generally works against us**

Module 7 Cautions, Suggestions and Advice – ASCEs and ASDEs

notes

Tips/Advice:

- Follow the **format of the Standard Specifications** (description, materials, construction requirements, measurement, payment)
- Have an **independent experienced individual** provide an objective review:
 - It is easy to believe that your spec will work as intended when you are the author but a contractor may read it differently!

Module 7 Cautions, Suggestions and Advice – ASCEs and ASDEs

notes

ASCE Tips/Advice:

- **Do not** change administrative processes:
 - **Insurance**
 - **Claims**
 - **Disputes**
- **Do not** leave flexibility for the Project Engineer:
 - **Uncertainty comes with a cost**

Module 7 Cautions, Suggestions and Advice – ASCEs and ASDEs

notes

TIPS/ADVICE:

- **If you are using an incentive or damage amount:**
 - **Include justification**
- **Incentives need to be possible and enticing:**
 - What efforts are possible
 - What will it cost

Module 7 Cautions, Suggestions and Advice – ASCEs and ASDEs

notes

ASCE Tips/Advice:

- **Do not use the expression “as directed by the Engineer” it:**
 - Brings risk to the owner
 - Introduces risk
- **Do not include post-award qualification of subs**
- **If you include a list:**
 - **It must be a complete list**

Module 7 Cautions, Suggestions and Advice – ASCEs and ASDEs

notes

Tips/Advice:

- Use **“included in”** with caution:
 - It really cannot be measured and bid
 - Make sure that the **“included in”** work is tied to a logical bid item
 - Not “other items of work”
- If you use **“costs are included in other bid”** you must state:
 - Which costs
 - Which other items

Module 7 Cautions, Suggestions and Advice – ASCEs and ASDEs

notes

Tips/Advice:

- No “just in case” special provisions or bid items
- Many specifications have been **negotiated** with industry groups:
 - Association of General Contractors (AGC)
 - Washington Asphalt Pavement Association (WAPA)
 - American Public Works Associations (APWA)

Module 7 Cautions, Suggestions and Advice – ASCEs and ASDEs

notes

ASCE Tips/Advice:

- **Do not relinquish design responsibilities to the contractor**
- **Do not use material specs that are not needed:**
 - For example using gravel borrow when select borrow or common borrow would be adequate

Module 7 Cautions, Suggestions and Advice – ASCEs and ASDEs

notes

ASCE Tips/Advice:

- **Do not** write a Special Provision because a contractor was ignoring a previous specification:
 - This is an **enforcement/contract administration problem** and will not be cured by another contract provision.
 - Just enforce the specification you already have.

Module 7 Cautions, Suggestions and Advice – ASCEs and ASDEs

notes

ASCEs and ASDEs Module 7 Summary

- Start writing **EARLY**
- **Division 1:**
 - Better left alone
 - **FHWA Approval**
- Discuss the **NEED** for project-specific **EARLY with ASCEs**
- Provide justification

Module 7 Cautions, Suggestions and Advice – ASCEs and ASDEs

notes



Darlene Sharar @ 360-489-4822

Module 7 Cautions, Suggestions and Advice – ASCEs and ASDEs

notes

CONTRACT SPEC WRITING Module 8



PUTTING IT ALL TOGETHER – Roundtable and Review

Module 8 Putting it All Together

This module is the end of the class. It also allows us time for a “Roundtable and Review” to:

- Understand that we are all trainers and learners in our daily lives
- Provide your input / suggestions / thoughts for course improvement
- Learn from each other – we are a WSDOT team and our best resources
- Realize that it “takes a village” to create and complete contract plans
- Ask questions – truly there are no silly questions
- Remember Design Trainers are your “hot-line” to design training information

notes

Contract Spec Writing Course Modules - Review

Module 1 Contract Provisions Introduction	Module 5 Project-specific Specification Development
Module 2 Types of Specifications	Module 6 Design-Build
Module 3 Standard Items and Standard Specifications	Module 7 ASCEs ASDEs
Module 4 General Special Provisions	Module 8 Putting it All Together Roundtable and Review

Module 8 Putting it All Together

notes

Contract Provisions

Module 1 - Review

- **Contract Provisions are the HEART of the contract**
- **Special Provisions OVERRIDE the contract plans**
- **Statewide consistency – statewide standardization ... and NO surprises**
- **Owner of choice!!!**



Module 8 Putting it All Together

notes

Types of Specifications

Module 2 - Review

A specification answers these questions:

- **What do I want ... or want done?**
- **How will I know if I got what I wanted?**
- **How am I measuring the work?**
- **What am I paying for?**
- **How am I paying for it?**

Module 8 Putting it All Together

notes

Types of Specifications

Module 2 - Review

What is a specification?

- **A detailed, exact statement ...**
- **... description of technical requirements ...**
- **Consistent and correct**
- **Never guessed at!**



Module 8 Putting it All Together

notes

Contract Spec Writing Course Module 2 - Review

TYPES OF SPECIFICATIONS	
Performance	Spec writer determined end result for: quality requirements, quantity criteria and acceptance testing
Prescriptive	GSPs, RSPs, Standard Specifications, MUTCD, ASTM
Proprietary	Only specific type allowed, region approval and for Local Agencies ONLY requires approval of Public Information Finding (PIF)
Brand Name or Approved Equal	WSDOT – specific region for approval process Local Agencies – your Local Programs Engineer

Module 8 Putting it All Together

Contact your regions plans office to understand:

- to determine IF a Project-specific Provision is needed
- their preference on what types of specifications to use and when
- the brand name or approved equal approval process

notes

Standard Items and Specs

Module 3 - Review

Use standard items whenever possible

The Spec Book is your first “go to” reference

There are standard items not in the standard item table

Create non-standard items with CAUTION

Non-standard items require a Project-specific Provision



Module 8 Putting it All Together

notes

General Special Provisions

Module 4 - Review

Do not **modify**
Division 1

Are not modified
beyond the **“fill-ins”**

All modifications
(except “fill-ins”)
require approval
and ...

FHWA approvals
take time!!!

FHWA Approvals
and Questions

- **30-day timeline**
minimum
- **Does NOT depend**
on your timeline

Module 8 Putting it All Together

notes

Project-specific Specs

Module 5 - Review

Start specials EARLY!!!

Work with:

- **Specialty groups**
- **SMEs**

Is the special
NECESSARY?

- **What issue are you solving?**
- **Be brief**

Follow your regions
QMP

Know your plans

Requires ASCE
approval

- **Justification**

Do NOT modify
Division 1

- **FHWA approval**

Follow Spec Book

- **Supplement**
- **Revise**



Module 8 Putting it All Together

notes

Design-Build Module 6 - Review

DB Different from DBB

- **Processes**
- **Contract Structure**
- **Order of Precedence**
- **Standard Specifications and General Specifications**



Module 8 Putting it All Together

notes

Cautions, Tips and Advice Module 7 - Review

- **Start spec research EARLY**
- Division 1:
 - **Better left alone**
 - **FHWA Approval**
- **Discuss the NEED for project-specific EARLY with ASCEs**
- **Provide justification**



Module 8 Putting it All Together

notes

Spec Course Roundtable

What ...

- Was one part of the class you really enjoyed
- Is your biggest “takeaway”
- Office is your “go to” for assistance
- Do you do before writing any project-specific provision
- Else do you need to know



Module 8 Putting it All Together

notes

Spec Course Roundtable

Please share your what you learned and your experiences:

- **On how create successful specs**
- **Of things to avoid**
- **If you were “king/queen” how-tos**
- **Any other useful tips for the contract spec writing class and “good of the order” are welcome!!!**

Module 8 Putting it All Together

notes

Spec Course Roundtable

Steps for success:

- **Get** region plans input
- Know **your**
 - Plans
 - References
 - Resources
- **Start EARLY and DOCUMENT needs**
 - ASCE buy-off on a project-specific provision
- **Only write a spec when necessary**



Module 8 Putting it All Together

notes

Spec Course Roundtable

Last call ... are you:

- Ready to jump in
- Are you overwhelmed
- Confused
- Ready to jump in



Module 8 Putting it All Together

notes



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Module 8 Putting it All Together

notes

CONTRACT SPEC



WRITING

Module 8

PUTTING IT ALL

TOGETHER -

Roundtable and Review

Contract Spec Writing Course Modules - Review

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Contract Spec Writing

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and ...

FHWA approvals
take time!!!

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and Questions

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Project-specific Specs

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QMP

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Requires ASCE
approval

- **Justification**

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Division 1

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Follow Spec Book

- **Supplement**
- **Revise**

Design-Build

Module 6 - Review

DB Different from DBB

- **Processes**
- **Contract Structure**
- **Order of Precedence**
- **Standard Specifications and General Specifications**

Cautions, Tips and Advice

Module 7 - Review

- **Start spec research EARLY**
- Division 1:
 - **Better left alone**
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Spec Course Roundtable

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Spec Course Roundtable

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- **Are you overwhelmed**
- **Confused**
- **Ready to jump in**



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