



# HQ Local Programs

Division 1 Special Provisions

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## **Purpose**

The purpose of this bulletin is to provide additional guidance for submission of local agency special provisions for the construction phase.

## **Background**

In accordance with LAG 44.51, all FHWA funded projects and all State projects funded through WSDOT Local Programs, including local agency force projects, will be constructed in conformance with the current Standard Specifications for Road, Bridge, and Municipal Construction M 41-10, and approved mandatory GSPs that modify these specifications. The FHWA has retained approval to make changes to division 1 standard specification that 1) make changes to policy, 2) change content that materially affect the intent, or 3) change content that may affect federal eligibility or involve federal regulations. Local Programs must approve all revisions to Division 1 Standard Specifications (or GSPs) for federally funding projects.

## **Guidance**

### ***General Division 1 Review process***

1. Agency should submit division 1 special provisions to Region Local Program Engineer (RLPE) well in advance of the planned advertisement. Submittal should be accompanied by new Local Programs Check-in form. See LAG 44.51 for additional requirements. (see appendix A for the Local Programs Division 1 Spec Check-in form).
2. RLPE will perform their own review of the special provision package and may return it for correction.
3. RLPE will submit the package to Headquarters Local Programs (HQLP) for review and approval.
4. HQLP will review; If a special provision requires FHWA review we will coordinate with the FHWA division office.
5. When approved, HQLP will request the agency send a final version with all changes accepted (Clean Copy) that we will retain for our records. The clean copy documents what has been approved, will help local programs answer questions when clearing bids and reviewing change orders.

### ***Local Agency Boilerplates***

An agency may wish to submit a division 1 boilerplate to local programs that contains proposed changes to all division 1 special provisions. The boilerplate will be reviewed using the same process as a project special provision submittal. An agency should consider generating a boilerplate document if the agency



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has multiple changes to division 1 specification and/or has a large number of Federally funded projects planned in the coming year. The Standard Specifications are published once every year. The boilerplate should be updated and resubmitted when the Standard Specifications for the year becomes active for local agency projects and before the agency submits its first project - division 1 special provision package for review. HQLP will review agency boilerplates when there is adequate time but no later than when the first project is submitted. After an agency boilerplate is accepted by HQLP the agency may use these pre-approved changes to division 1 in their project division 1 – submittals. An agency may find that a previously approved boilerplate special provision may not be approved the next year. This is because Local Programs receives guidance and direction from the FHWA that changes over time.

## **Local Programs Division 1 – Check-In Form**

Local Programs uses a program by the name of SPORT to track local agency projects. The program requires the use of Federal Aid Number. Many projects obtain their construction authorization during the review process of the division 1 special provisions. The form will enable the reviewer to efficiently review the special provisions.

## **Resources**

A fillable PDF is provided below:

[Local Programs Division 1- Spec Check in Form](#)

From the [Local Agency General Provisions \(GSPs\) Page](#)

From the LAG - [Local Agency Guidelines M 36-63 \(wa.gov\)](#)

## **Implementation Plan**

LAG Chapter 44 will be updated.

Agencies should begin using the new form.

## **Contact Information**

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HQ LP Project Development  
HQ Local Programs

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Federal Aid Number \_\_\_\_\_

Local Agency \_\_\_\_\_

Project Title \_\_\_\_\_

DBE COA Goal \_\_\_\_\_ Training Hours (if known) \_\_\_\_\_

Year of Spec Book \_\_\_\_\_ Engineer's Estimate for Construction (EE) \_\_\_\_\_

Working Days \_\_\_\_\_ Total Federal funding (all phases) \_\_\_\_\_

Under 100,000 \_\_\_\_\_

Population \_\_\_\_\_

**Project Description and general information.**

General information may include approved or pending project interest findings, permits obtained, or other information you want to convey to the reviewer. Ensure that special provisions convey permit conditions within Division 1 special provisions. WSDOT indexes list many common environmental provisions that may be used.

Local Programs Form  
Revised 2/2024

## Local Programs Division 1 Spec Check-In

Date Submitted \_\_\_\_\_

**Include the following with submittal:**

- Project Proposal/Summary of Quantities
- Full Set of Traffic Control Plans, including costs estimate detailing separate and LS items. (When requesting LS Traffic Control)
- Liquidated Damages Calculations

**Mandatory Specifications except as noted**

- APWA Introduction
- Description of Work
- +  APWA Recycled Materials (depends on Population)
- WSDOT 1-02.6 Opt 3, Preparation of Proposal
- 1-02.9 (1-Opt A, B, C, or D), Delivery of Proposal
- APWA 1-03.3 Opt A, Execution of Contract
- &  WSDOT 1-05.4 Opt 4, ADA Features
- @  WSDOT 1-06 Buy America (Opt 1A or 2A)
- WSDOT 1-07.9(1) Opt1, Wages
- APWA 1-07.9(5)A Required Documents
- WSDOT 1-07.11 Opt1, Non Discrimination
- V  WSDOT 1-07.11(2) OPT2 Contractual Requirements
- \*  APWA 1-07.11, DBE Opt A, B, C or D
- \*  WSDOT 1-07.11 Opt4, Training
- WSDOT 1-07.12 Opt1, Federal Agency Inspection
- APWA 1-08.1 Opt A, Subcontracting
- WSDOT 1-08.1(7)C Subcontractor Retainage
- WSDOT 1-08.1(9)B Required Subcontract Clauses
- WSDOT/APWA Time for Completion (Choose 1)
- WSDOT 1-09.9(1) Opt1, Retainage

**General Notes**

- \* Mandatory when a goal is set
- + Recycled Materials  
Population <100K, 1-06.6  
Populations >100K, APWA 1-02.6(1), 1-03(1), 1-06.6 or use follow Standard Specifications
- & Include Agency or WSDOT spec when ADA included
- V Voluntary Spec
- @ If federal funding (all phases) is less than 500K you may use Buy America 1A which only applies to Steel/Iron.

# Appendix A