

17.0 Specifications and Special Provisions

To Obtain Specs.

Obtain ODOT's "Standard Specifications for Highway Construction" from the ODOT website or by calling 503-986-3718. There may be a fee to obtain hard copies.

Note: For more information on specifications, see ODOT's "Highway Design Manual", Section 143.

Web Site

The ODOT web site is at <http://egov.oregon.gov/ODOT/>

The Specifications Unit home page is at

<http://egov.oregon.gov/ODOT/HWY/SEOPL/index.shtml/>

List as under: Specs,
Estimating & Pre Letting

17.1 Specifications

In the dictionary, a specification is defined as "a detailed statement of particulars, especially a statement prescribing materials, dimensions, and quality of work for something to be built, installed, or manufactured". Specifications, as they relate to contract plans, are exactly this. ODOT's *Standard Specifications for Highway Construction* is the "generic" text book for statewide projects (see page 9 of the *Standard Specifications* for additional definitions).

Standard Specifications for Highway Construction must be used with every ODOT sanctioned construction project within the state of Oregon, unless otherwise specified. Contract plans, standard drawings and specifications (standard and special) provide clear and concise direction for a contractor to successfully bid and build a given project with the issued bidding documents.

17.2 Special Provisions

While standard specifications are used with contract plans, they may not cover all circumstances for a given project. For special construction features not covered in *Standard Specifications for Highway Construction*, special provisions must be supplied to the contractor, along with plans and standard drawings, for bidding and construction of a project. Special provisions are project specific specifications, written and numbered to work in conjunction with, supplement, or modify standard specifications.

All the different items of work shown on the plans should reflect or match the current design requirements and correspond with the applicable items shown in ODOT's current dictionary of bid items. The bid items applicable to job specific work shall be listed in the order they are in the standard specifications as modified by the special provisions, with the proper name and unit of measure.

The special provisions are constantly being updated and modified by ODOT. Current "template" special provisions—the "skeleton" on which to build the job specific special provisions—can be ordered from ODOT for use on a specific project by filling out a **document assembly request form** and submitting it to the appropriate person.

Typically, a few weeks before beginning work on specifications, the ODOT Designer gives the bid item list to the designated **Specifications Writer** for the team or project. Then, the specifications writer obtains and fills out the document assembly request form to submit to the appropriate person at ODOT.

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Boiler Plate Specs.

Boiler plate includes the basic special provisions required to produce project specific special provisions:

- general project references to standard specifications that apply to the project,
- modifications to the standard specifications, and
- additions and deletions to the standard specifications.

Definition

A “template” is the raw special provisions provided by ODOT, on which project specific information is built.

17.2 Special Provisions (Cont'd)

Counties, cities, and other jurisdictions that prepare contract plans in the ODOT format and use ODOT’s standard specifications, but administer the contract themselves, should obtain a document assembly request form from ODOT’s **Specifications Engineer** (503-986-3796) or representative, or from the ODOT web site. Once the form is received and completed, it should be submitted back to the Specifications Engineer or contact person.

Consultants can obtain a document assembly request form from the **Consultant Liaison** dealing with them on the particular project in question. This form is to be filled out by the Project Designer or Special Provisions Writer and returned to the Consultant Liaison.

Once the document assembly request form has been submitted to ODOT by other agencies or consultants, it may take up to two weeks for return of “template” special provisions in hard-copy form. Typically, ODOT will send a hard copy and diskette containing a Microsoft Word document. Once these are received, they should be modified in “redline strike-out” format and both a modified hard copy and a Word file should be submitted back to the appropriate person at ODOT.

The “template” is also available on the ODOT website which can expedite the process of obtaining needed special provisions. The special provisions in some cases may also be submitted electronically by diskette. Special provisions should **not** be submitted via the Internet.

Tips for launching and keeping a project on schedule:

- **Confirm project is on schedule and available to be worked on.**
- **Establish project specific bid item list.**
- **Obtain boiler plate specification documents.**
- **Enter bid items in “Trns*port” with preliminary costs.**
- **Send preliminary estimate to cost estimating unit, Federal aid unit, and disadvantaged business enterprises (DBE)/EEO/on-the-job training (OJT) Section.**
- **Contact appropriate units for railroad, right-of-way, U.S. Army Corps of Engineers, Division of State Lands (DSL), and environmental concerns.**
- **Right-of-way, Corps, and DSL permits and Part III of the prospectus are very often not addressed early on and become problems, causing delays in project scheduling.**
- **Adhere to the ODOT 20-week “Schedule for Advancement of Plans to Contract Letting.” This schedule is for projects with 3-week advertising; modify as necessary for 4, 5, and 6-week advertising.**
- **Prepare advance specifications and follow scheduling as detailed on the 20-week schedule.**
- **Whenever possible, use bid items as shown in the ODOT dictionary which is on the ODOT website.**

17.0 Specifications and Special Provisions

17.2 Special Provisions (Cont'd)

Project special provisions contracted by ODOT will be reviewed and finalized by ODOT. Copies for advance and final review stages of a project, as well as the final version for the bid document, will come from the Road Engineering Specifications Writer and Specifications Unit.