

Design Update 2012-1 (revised)  
6/27/12

## 1) **Special Provision Processing:**

Here are some reminders regarding submitting special provisions:

Per the [Road Design Manual](#) Chapter 11, if special provisions are not submitted in the proper format they will be returned to the submitter before the approval process begins. Please see the [Special Provision Formatting Instructions](#) for further information.

Any changes to an approved Special Provision must be submitted for re-approval.

Before creating a new special provision check the FUSP's, search projectwise or call the Engineer of Specifications to help find a previously approved sp.

Draft SP's to include instructions for construction acceptance of unique items not covered in the Standards Specifications for Construction.

When specifying materials a minimum of three is required to meet Federal guidelines. If there are only two, the statement "or approved equal" must be used. For sole source items on FHWA oversight projects the FHWA Area Engineer must approve if the project is MDOT oversight the Engineer of Design (Brad Wieferich) must approve.

When possible use the four section format (Description, Material, Construction, Measurement and Payment). Make sure the right information is in the right section. For example, SPs may have construction information included in the material section, this is not correct.

When submitting special provisions through projectwise, make sure the attributes are filled out with correct job number, approved letting date, etc.

Non-project specific special provisions should be submitted directly to [MDOT-SpecialProvision@michigan.gov](mailto:MDOT-SpecialProvision@michigan.gov).

When a special provision is rejected back to the author, the author should copy out the file, make the necessary revisions and then resubmit the revised SP through ProjectWise. If a SP is in review and changes are required, do not resubmit the SP in ProjectWise but copy the file as it exists in ProjectWise, make the required modifications using track changes and then send the revised file to the Specifications Engineer (Dave Pawelec). Do not place the revise file into ProjectWise folder at that time as it will cause multiple versions of the same SP causing delays due to confusion and reviewing the same SP multiple times.

Also:

**On unique special provisions, if pay items are included in the SP but are not part of the project, the pay items must be deleted and any reference to them must be deleted and resubmitted for approval.**

**On Frequently Used Special Provisions where more than one pay item is described, cross out the pay items not included in the project.**

If you have any questions please contact Dave Pawelec @ (517)373-3930.

2) If you know of new people in your TSC or Region that are not receiving this update that should, please let me (Gary Mazurek) know so they can be added to my list.

Regards,

Tom VandenBerg, Supervising OEC & Plan Review Engineer

Gary Mazurek, OEC Plan Review

Carl Anderson, OEC Plan Review

Keith Claus, Road Plan Review

Jennifer Transue, OEC Bridge Plan Review

Radka Todorova, Bridge Plan Review