



MDOT Unique Special Provisions

RDM Chapter II

Special Provisions: Revisions and additions to the Standard and Supplemental Specifications which are applicable to an individual project.

Updated: October 1, 2013

Today's Topics and Goals

GOALS

- Identify Available Resources
- Identify Alignment Goals
- Importance of Good Special Provisions
- Current Requirements & Process Steps
- Roles & Responsibilities of Key Stakeholders
- Feedback

General

Resources

Development

Submittal

QA Review

Contacts

Q & A

Why are Special Provisions Important?

General

Resources

Development

Submittal

QA Review

Contacts

Q & A

1. Legal document
2. Contract document giving direction to the contractor
3. Provides field staff needed information to control and approve the construction of the project

Why the New Emphasis on Special Provisions

General

Resources

Development

Submittal

QA Review

Contacts

Q & A

- Need for Approved SP prior to Advertising & Alignment throughout MDOT
- Design Division's "Wildly Important Goal"
 - Our goal is to have all unique special provisions approved by the Plan Completion date 80% of the time (from MPINS).

Types of Special Provisions

FUSP (RDM 11.02.01.A)

- SP used on a regular basis with stable requirements applicable to a number of projects

Unique SP (RDM 11.02.01.B)

- SP written specifically to cover work not covered in the Standard or Supplemental Specifications for a specific project

General

Resources

Development

Submittal

QA Review

Contacts

Q & A

Types of Special Provisions

Template SP (RDM 11.02.01.C)

- Approved SP with stable requirements but with project specific information left out to be added by the Project Manager

Recommended SP (RDM 11.02.01.D)

- Approved SP containing requirements thought to provide the best results for a specific type of work or construction practice

Previously Approved SP (RDM 11.02.01.E)

- Unique approved project specific SP that may be used on other projects without change

General

Resources

Development

Submittal

QA Review

Contacts

Q & A

Special Provision Process - Overview

General

Resources

Development

Submittal

QA Review

Contacts

Q & A

- 1) Project Manager identifies need for Special Provision
- 2) Project Manager researches if a Special Provision already exists that covers Project requirements
- 3) If existing Special Provision doesn't exist draft new or modify existing similar Special Provision. Use Track Changes if modifying existing Special Provisions.

Special Provision Process – Overview (continued)

General

Resources

Development

Submittal

QA Review

Contacts

Q & A

- 4) Project Manager submits SP for review
- 5) Initial Quality Assurance (QA) assessment
- 6) QA assigns Technical Reviewers
- 7) Technical Reviewers Review
- 8) Spec Eng completes final review
- 9) Spec Eng approves SP for project use

Project work needs to be done

- Review the Standard Specifications for Construction to determine if work is covered and standard pay items exist that can used to cover work.
- If yes, then use standard items and spec book no Special Provision is needed.
- If not, then you need a Special Provision

General

Resources

Development

Submittal

QA Review

Contacts

Q & A

Research What is Available

- www.Michigan.gov/mdot

General

Resources

Development

Submittal

QA Review

Contacts

Q & A

Doing Business



Michigan.gov Home | MDOT Home | Site Map | Contact MDOT | F

[print friendly](#) €

Roads and Travel

Rail and Public Transit

Bridges, Borders and Ferries

News and Information

Projects and Programs

Maps and Publications

About MDOT

Doing Business

Aeronautics

Sign up for email from MDOT!

Spotlight

Adopt-A-Highway Season Begins

Adopt-A-Highway Litter Pickup to Begin July 13 through July 21. Go to the MDOT Adopt-A-Highway for more information.

www.michigan.gov/adoptahighway

News and Information

- Summer Adopt-A-Highway litter pickup to begin Saturday. Motorists should be on the lookout for Adopt-A-Highway signs beginning Saturday.

Research What is Available

General

Resources

Development

Submittal

QA Review

Contacts

Q & A

Design →

[MDOT Home](#) | [Site Map](#) | [Contact MDOT](#) | [FAQ](#) | [State Web Sites](#)

[print friendly](#) [email this page](#)

Service Centers

- [Bridge Operations](#)
- [Bus and Limousine Operators](#)
- [Construction Field Services](#)
- [Design](#)
- [Development Services](#)
- [Disadvantaged Business Enterprise](#)
- [Permits](#)
- [Purchasing Services](#)
- [Research Services](#)
- [Tribal Governments](#)
- [Truckers](#)
- [Welcome Centers](#)

**Previously
Approved Special
Provisions** →

Transport/Estimating

- [2012 Weighted Average Item Price Report](#) PDF
- [2012 Traffic and Safety Special Provisions](#) PDF
- [2012 Pay Item Code Book, Forward](#) PDF
- [2012 Pay Item Code Book, Alphabetical](#) PDF
- [2012 Pay Item Code Book, Alphabetical](#) XLS
- [2012 Pay Item Code Book, Numerical](#) PDF
- [2012 Pay Item Code Book, Numerical](#) XLS
- [MDOT Region Names & Numbers](#) PDF
- [Special Provisions for Pay Items Using Modified or Special](#) PDF
- [Special Provisions & Supplemental Specifications \(DESSSP\)](#)
- [Previously Approved Special Provisions](#)

Research What is Available

- **Templates, Recommended & Previously Approved SP's Available on Website**

General

Resources

Development

Submittal

QA Review

Contacts

Q & A

Roads and Travel

Rail and Public Transit

Bridges, Borders and Ferries

News and Information

Projects and Programs

Maps and Publications

About MDOT

Doing Business

Aeronautics

Previously Approved Special Provisions

- [What Are Previously Approved Special Provisions?](#) **PDF**
- [How Do You Develop And Submit Special Provisions For Approval?](#) **PDF**
Special provisions are provided in either microsoft word rich text format (rtf) so they maybe edited or Adobe Acrobat portable document format (pdf). If you do not find the special provision you need listed here, please contact the [Specifications Office at Highway Development](#) for assistance. Submit all questions and special provisions requiring approval to: MDOT-SpecialProvision@michigan.gov
- Intelligent Transportation Systems (ITS) Special provisions are provided in Adobe Acrobat portable document format (pdf). If you do not find the special provision you need listed here, please contact the MDOT ITS Program Office for assistance. Submit all questions and special provisions requiring approval to: MDOT-SpecialProvision@michigan.gov

Select a category

- Select a category
- Special Provisions - 2012 ITS
- Special Provisions - 2012 Templates
- Special Provisions - 2012 Recommended
- Special Provisions - 2012 Previously Approved
- Special Provisions - 2003 Previously Approved

[A990\)](#)
[Traffic-12DS102\(F025\)Rev1](#)

- [Critical Path Method Network Schedule-12DS102\(F055\)](#)

Drop Down Box

- **Search ProjectWise**

How to Search ProjectWise

- From documents folder, click advanced search icon (binoculars) and open search by form, then click OK, then choose the General Tab
- Set Workflow to “Unique Special Provision Approval ” or “Unique Special Provision Approval ver2” and then enter unique word between asterisks in a file name area:
friction Click OK.
- Don’t see one that works? Contact Kristi Kirkpatrick...

General

Resources

Development

Submittal

QA Review

Contacts

Q & A

Getting Started

Is it a Special Provision or Notice To Bidders?

- Notice To Bidders provide information useful to the contractor to bid or construct the project.
- Special Provisions are specific requirements of the contract that both parties (MDOT and the Contractor) are obliged to follow.

General

Resources

Development

Submittal

QA Review

Contacts

Q & A

Getting Started

- You have determined you need to write an unique Special Provision
- Start with an SP that is close or See Chapter I I Road Design Manual to start new.
 - Technical content
 - MS Word format
 - Setting up the header & the codes
 - Naming your unique SP
 - File naming convention



General

Resources

Development

Submittal

QA Review

Contacts

Q & A



General

Resources

Development

Submittal

QA Review

Contacts

Q & A

Developing an Unique SP

Special Provision Guidance

Road Design Manual, Chapter 11

MICHIGAN DESIGN MANUAL
ROAD DESIGN

CHAPTER 11

SPECIFICATIONS AND SPECIAL PROVISIONS

INDEX

General

Resources

Development

Submittal

QA Review

Contacts

Q & A

Special Provision Formatting Instructions aka “Quick Tips”

For Formatting Special Provisions in *Microsoft Word(2010)*

These step-by-step guidelines will help you format your Special Provision document.

Before You Start

In the tab listing of the *Microsoft Word* toolbar:

1. Choose the tab **Page Layout**, then in the ribbon select **Page Setup**.
2. **Set all margins at 1”** (ignore gutter settings).
3. **Before leaving the window**, choose **Layout** tab (3rd tab at top).
4. In the small window next to **Section start** choose **New page**.
5. Under **Header and Footer** check **Different first page**.
6. Set header and footer margins to **0.5”**.

WORD File Naming Convention



Word Document File Name:

Full name of the Special Provision-SP Identification Code
(minus QA Identifier).doc (11.02.05)

Example:

Widgets, Special- I 2DS820().doc

If the SP needs to be resubmitted, it would be:

Resubmittal Example:

Widgets, Special- I 2DS820()rev I.doc

General

Resources

Development

Submittal

QA Review

Contacts

Q & A

General Formatting in WORD

See RDM 11.02.03

- Margins
 - 1 Inch Margins
- Text Size and Fonts
 - Headers: 12 Point Arial Font
 - Special Provision Text: 11 Point Arial Font
 - Tables and Figures: 10 Point Arial Font, Centered on Page
- Tabs and Indents
 - Use 0.25 Inch intervals – DO NOT USE AUTO OUTLINE
- Bold Face
 - Limit to Special Provision Title, Section Labels, Table & Figure Titles, and Pay Items

General

Resources

Development

Submittal

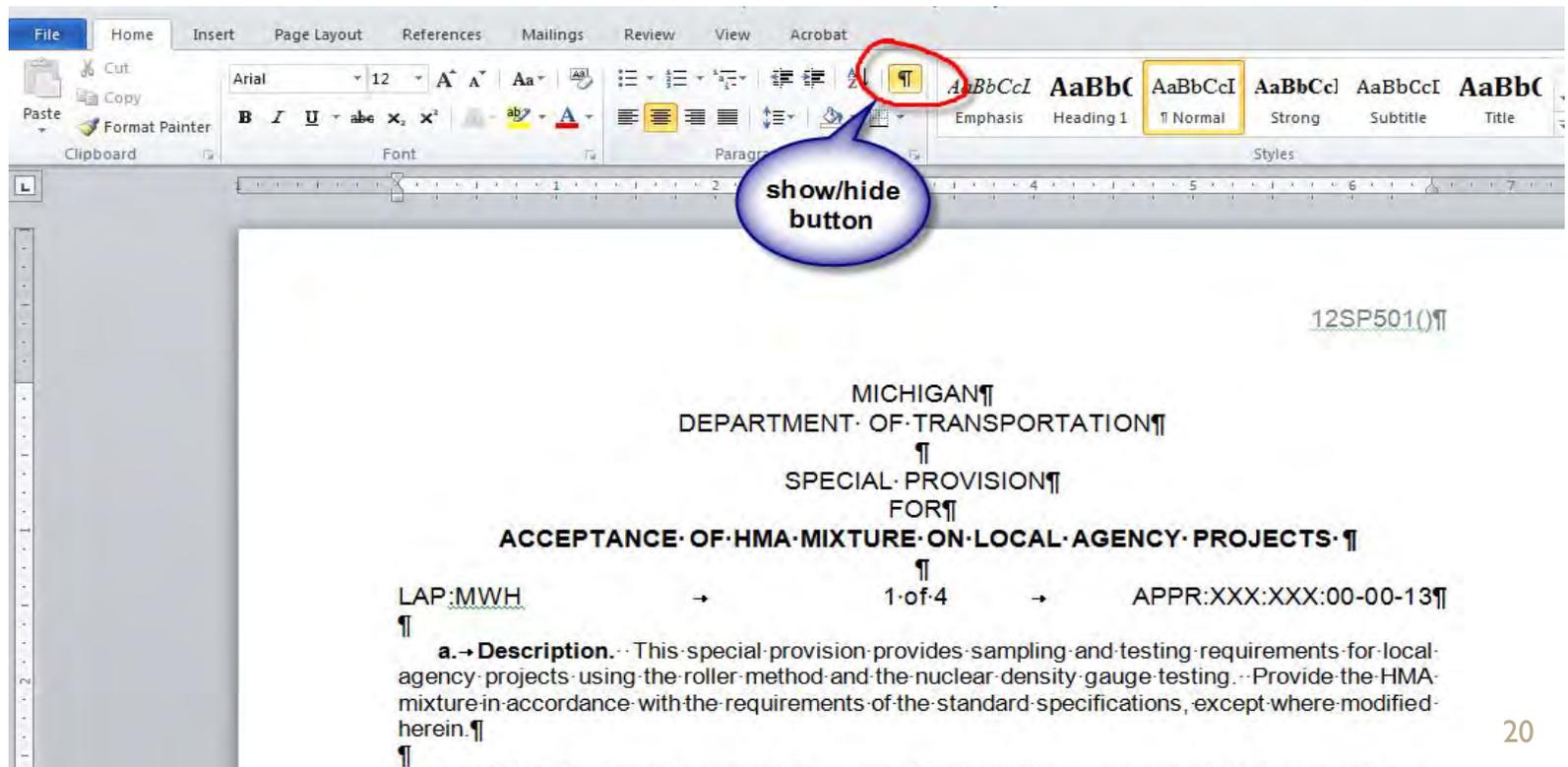
QA Review

Contacts

Q & A

Checking your MS Word format

- MS Word Tools
 - Track Changes (separate training video)
 - Do not use Auto Outline function
 - Show/Hide Function



General

Resources

Development

Submittal

QA Review

Contacts

Q & A

Headers and Codes

- General
- Resources
- Development**
- Submittal
- QA Review
- Contacts
- Q & A

First Page Header **Identification Code (11.02.03.B.2)**
(Year)(Code)(Spec Book)(By QA) → 12DS402(D280)

Title Block (11.02.03.B.3) {
MICHIGAN
DEPARTMENT OF TRANSPORTATION

SPECIAL PROVISION
FOR
SANITARY SEWER, BRIDGE CROSSING

DET:~CW

1 of 2

APPR:CER:SJU:01-17-13

Source Code (11.02.03.B.9)
(Location Code: Author)

Note: For Consultant Projects use the
Managing Office and PM's Initials

↑
Approval Code
(11.02.03.B.6)

Secondary Page Header
(11.02.03.B.7)

DET:~CW

← **Source Code**

Identification Code →

12DS402(D280)

2 of 2

01-17-13

← **Approval Date**
(11.02.03.B.8)

Naming Your Unique SP

Special Provision Title (RDM 11.02.03.B.3)

- Short, One Line (if possible), No Abbreviations
- Include pay item altered or created in title if possible.

Special Provision - Modified (RDM 11.05.02)

- Add 'Modify' to cover altered dimensions, allow an alternate material, or alternate design of standard pay item (Elastomeric Bearing w/new dim)

Special Provision – Special (RDM 11.05.03)

- Add 'Special' to change basis of payment or allow alternate method.
(adjust drain structure by breaking down & rebuilding)

NOTE: If both Modified and Special, Add ' Special'

New Pay Item (RDM 11.05.04)

- Not even remotely covered in standard specs (ex. Lane Rental)

General

Resources

Development

Submittal

QA Review

Contacts

Q & A



General

Resources

Development

Submittal

QA Review

Contacts

Q & A

Writing Your Unique Special Provision

Basic Requirements

- Clear, concise, and logical
- Active Voice
- Proper format

General

Resources

Development

Submittal

QA Review

Contacts

Q & A

Writing your Special Provision

- Use Active Voice
- Focus on performance
- The 4 part document
- Cite References
- Contact CFS for technical assistance

General

Resources

Development

Submittal

QA Review

Contacts

Q & A

What is Active Voice? (RDM 11.03.02 and 11.03.04)

Writing in active voice is done by moving the verb to the beginning of the sentence followed by the subject.

Common SP phrases:

Active: [Details of work]. All costs associated with this work will be borne by the Contractor.

vs.

Passive: The Contractor shall [details of work] at no additional cost to the Department.

Active: Materials must conform to ...

vs.

Passive: Materials shall be in accordance with...

General

Resources

Development

Submittal

QA Review

Contacts

Q & A

Active Voice Samples

Passive: Concrete shall be thoroughly consolidated against the faces of all forms and joints, including concrete in a previously constructed lane of pavement, by means of vibrators inserted in the concrete. (30 words)



Active: Consolidate fresh concrete against all form faces, joints, and previously constructed pavement using insertion type vibrators. (16 words)

General

Resources

Development

Submittal

QA Review

Contacts

Q & A

Focus on Performance

Focus on Performance in the Construction Section (RDM 11.04.04)

- Avoid writing method specifications
- Concentrate on the required end product

Avoid ambiguous phrases, adjectives, and word modifiers

- Need to be able to measure
- Avoid phrases such as
“to the fullest extent possible”

General

Resources

Development

Submittal

QA Review

Contacts

Q & A

The Four Part Document

Four Part Document Outline (RDM 11.04)

a. Description.

b. Materials.

c. Construction. This is the Construction section. Note only the heading is bold. A 0.25 “ indent, not tab, should be used to set the initial alignment.

1. Use an Arabic number followed by a period. Note that the 1. is indented 0.25” and a 0.25” tab is between “1.” and “Use”

A. Uppercase letter followed by a period

(1) Arabic number in parentheses

(a) Lowercase letter in parentheses

(i) Lowercase Roman numeral in parentheses

1) Arabic number with single parentheses

a) Lowercase letter with single parentheses

● Bullet - solid dot only

d. Measurement and Payment.

General

Resources

Development

Submittal

QA Review

Contacts

Q & A

The Four Part Document

- Establishes a uniform approach to providing information, describing work, and identifying the responsibilities of the Contractor and MDOT.
- Content of the document will dictate when this format is not applicable. For example, test methods and basis of acceptance may be subheadings in Materials and equipment may be a subheading of Construction.

General

Resources

Development

Submittal

QA Review

Contacts

Q & A

Examples of Exceptions to the Four Part Document

12SP501(E)

MICHIGAN
DEPARTMENT OF TRANSPORTATION

SPECIAL PROVISION
FOR
RECYCLED HOT MIX ASPHALT MIXTURE ON LOCAL AGENCY PROJECTS

LAP:MWH 1 of 1 :XXX:XXX:00-00-13
:00-00-13

Add the following subsection to subsection 501.02.A.2, on page 234 of the Standard Specifications for Construction.

- c. **Reclaimed Asphalt Pavement (RAP) and Binder Grade Selection.** The method for determining the binder grade in HMA mixtures incorporating RAP is divided into three categories designated Tier 1, Tier 2 and Tier 3. Each tier has a range of percentages that represent the contribution of the RAP binder toward the total binder, by weight. The tiers identified below apply to HMA mixtures.

Recycled materials may be used as a substitute for a portion of the new materials required to produce HMA mixtures in accordance with contract documents.

- **Tier 1 (0% to 17% RAP binder by weight of the total binder in the mixture).** No binder grade adjustment is made to compensate for the stiffness of the asphalt binder in RAP.
- **Tier 2 (18% to 27% RAP binder by weight of the total binder in the mixture).** For all mixtures no binder grade change will occur in Tier 2 for all shoulder and temporary road mixtures.

The required asphalt binder grade must be at least one grade lower for the low temperature than the design binder grade required for the specified project mixture type. Lowering the high temperature of the binder one grade is optional. For example, if the design binder grade for the mixture type is PG 58-22, the required grade for the binder in the HMA mixture containing RAP and/or RAS would be a PG 52-28 or a PG 58-28.

The asphalt binder grade can also be selected using a blending chart for high and low temperatures. The Contractor must supply the blending chart and the RAP test data used in determining the binder selection according to AASHTO M 323.

- **Tier 3 (\geq 28% RAP binder by weight of the total binder in the mixture).** The binder grade for the asphalt binder is selected using a blending chart for high and low temperatures per AASHTO M 323. The Contractor must supply the blending chart and the RAP test data used in determining the binder selection.

12DS102(B905)

MICHIGAN
DEPARTMENT OF TRANSPORTATION

SPECIAL PROVISION
FOR
EXPEDITED EXECUTION AND AWARD OF CONTRACT

SUP:MK:PP 1 of 1 C&T:APPR:MS:DBP:03-30-12

The first and second paragraphs of section 102.15, on page 22, of the Standard Specifications for Construction are hereby deleted and replaced with the following:

The Department will provide the contract and bond forms to the determined low Bidder, at the address on file with the Department. Within 14 calendar days of transmittal, the Bidder must return, and the Department must receive the fully executed contract, bond forms, and other documents required by the Department. No extension of the 14 calendar day deadline will be considered or allowed.

If the Department does not receive the signed contract, bond forms, and other documents required within 14 calendar days of transmittal, the Department may award the contract to the next low Bidder, or otherwise exercise its discretion in the accordance with subsection 102.13.

The first sentence of section 102.17, on page 23, of the Standard Specifications for Construction is hereby deleted and replaced with the following:

The determined low Bidder's failure to sign the contract and submit satisfactory bonds and other required documents for the award of the contract within the 14 calendar day period provided, will result in the payment of the bid guaranty to the awarding authority.

General

Resources

Development

Submittal

QA Review

Contacts

Q & A

The Description Section

- Concise statement of the work to be done
- Include definitions/terminology as appropriate
- Do not cite the current standard specification year. This is covered by the proposal cover and the title sheet of the plans, both of which state the specification year under which the project is to be constructed, and is in the ID Code



General

Resources

Development

Submittal

QA Review

Contacts

Q & A

The Materials Section

- List all materials that are used. State changes/additions/deletions to material requirements covered by the standard specifications.
- If standard materials are used in non-standard applications, list changes from the standard basis of acceptance.
- State the sampling, testing requirements, and basis of acceptance not covered by the standard specifications.
- See RDM 11.08 and Form 0304 for proprietary materials



General

Resources

Development

Submittal

QA Review

Contacts

Q & A

The Construction Section

- Usually the most detailed part & may need subsections such as: General Requirements, Documentation Required, and Equipment.
- Detail the sequence of events.
- State if the cost for repairing/removing /replacing will be borne by the Contractor.
- Discuss tolerances and unique issues, if the contractor is responsible for design work.
- Identify submission requirements and what the Engineer needs to approve.

General

Resources

Development

Submittal

QA Review

Contacts

Q & A

Measurement & Payment Section

- Establish any new pay items, clarify which pay items will be used to pay for the work required or state that all work required by this SP will be included in another pay item.
- If there are no new pay items created, it is not necessary to include a listing of pay items and pay units.
- Pay items need to match Trns*port long description exactly.

General

Resources

Development

Submittal

QA Review

Contacts

Q & A

Measurement & Payment Section

- Include the statement that "The completed work, as described, will be measured and paid for at the contract unit price using the following pay item(s)".
- Do not state that "Payment for [item] includes all labor, equipment and materials required to complete the work as described."

General

Resources

Development

Submittal

QA Review

Contacts

Q & A

If Section is not Applicable...

Although the materials and construction sections may not always be applicable, do not omit them. The SP should show all of the format parts using the notation "none specified" when appropriate. For example, a SP for Clearing, Modified would have information for description, construction, and measurement and payment, but not have materials requirements. Materials would be:

b. Materials. None Specified.

General

Resources

Development

Submittal

QA Review

Contacts

Q & A

Citing References

Citing Specifications and Standards (RDM 11.03.05)

- MDOT Standard Specifications: Do not capitalize section or subsections (ex. section 204 of the Standard Specifications for Construction)
- Standard Plans: Cite only the series, not the letter designation (ex. R-128 Series)
- AASHTO, ASTM, MTM's: Cite the full title of the source of the standard specification if not covered by section 101.02 (ex. American Forest & Paper Association)
- Public Acts: Site year, public act number and part (ex. 1994 PA451, Part 91)
- Code of Federal Regulations: Cite the title, part and section (ex. 49 CFR26.55)
- Italics: Use italics to cite names of publications other than MDOT's Standard Specifications (*Bridge Welding Code*)

General

Resources

Development

Submittal

QA Review

Contacts

Q & A

Technical Assistance

- Contact Construction Field Services

General

Resources

Development

Submittal

QA Review

Contacts

Q & A

Construction Field Services



Mission Statement: Providing the highest quality technical assistance to benefit and improved quality of life.

Brenda O'Brien, Administrator
Phone: 517-322-1085

Lori Wieber, Administrative Assistant
Phone: 517-322-1085

Division Phone: 517-322-1087
Division Fax: 517-322-5664

BUSINESS LINKS

- | Type | Name |
|------|---|
| | Construction and Technology Building Telephone List |
| | Employee Contacts - Area of Responsibility |
| | CFS Organization Structure |
| | MDOT_Contractor_Claims_Tracking_Spreadsheet |
| | Map to C_T Building |

MDOT – Construction and Technology Building – Contact List				
Subject	Contact	Office Phone (Area Code 517)	Cell Phone (Area Code 517)	E-mail
Admixtures – Bituminous Concrete	John Barak	322-4967		barakj@michigan.gov
	John Belcher	322-5695	937-7400	belcherj@michigan.gov
Aggregate Wear Index (AWI)	Al Robords or Samara Bartz	322-1357 322-5675		robordsa@michigan.gov bartzs@michigan.gov
Aggregates	Al Robords or Pat Martin	322-1357 322-5674	243-2044	robordsa@michigan.gov martinp@michigan.gov
Aggregates Fineness Modulus Gradation/Picks Specific Gravity & Absorption Prequal Agg Supplier Program	Brian Raymond	322-5750		raymondb@michigan.gov
	Brian Raymond	322-5750		raymondb@michigan.gov
	Kendra Barak	322-1217		barakk@michigan.gov
	Pat Martin	322-5674	243-2044	martinp@michigan.gov
Archaeology Laboratory	Dan Lauterbur Christine Stephenson	636-6197 636-4391	243-2818	lauterburd@michigan.gov stephensonc@michigan.gov
Asbestos	Jim Woodruff	322-1205	243-0989	woodruffj@michigan.gov
Asphalt Emulsions	Tim Crook	322-5668		crookt@michigan.gov
Bituminous – See HMA				
Bolts/Fasteners	Josh Arritti or Matt Filcek	322-1330 322-5709	282-9137	arritti@michigan.gov filcek@michigan.gov
	Bill Redmond	322-1208	898-5624	redmondw@michigan.gov
Borings (Soil)				
Brick/Block	Kendra Barak	322-1217		barakk@michigan.gov

Before you submit your SP

The Project Manager must review the SP before submitting. The RDM section 11.07 contains a checklist to assist with the review.

General

Resources

Development

Submittal

QA Review

Contacts

Q & A

SPECIAL PROVISION REVIEW CHECKLIST

Prior to submitting a special provision to the Engineer of Specifications for review and approval, the MDOT Project Manager must review the special provision. The following checklist has been developed to assist the MDOT Project Manager in their review. It is also recommended for use by special provision authors and reviewers. Emphasis is placed on using the correct format and the appropriateness of the special provision for the specific project.

OVERALL CHECKLIST

YES	NO	N/A	Question/Item (RDM section or subsection)
			Do sections/subsections in the Standard Specifications for Construction exist that cover the work fully, or approximately needing minor modifications?
			Is there an existing special provision that covers this work or one that would need minor editing? Use an existing document when available.
			Are the margins correct? Use 1 inch margins. (RDM 11.02.02.A.1)
			Are the fonts and text sizes correct? All headers use Arial 12 point,

Common Issues – at Submittal

- MS Word Auto numbering/outlining is being used
- Incorrect format is used – margins, headers, font size, etc.
- Not using 4 part SP outline
- Not written in Active Voice
- Document not logical and concise. Shorter is better. Language is repeated in SP or copied from language in Spec Book
- Not Coordinated w/ Technical Experts

General

Resources

Development

Submittal

QA Review

Contacts

Q & A

Common Issues – In Review

Unclear Language

Example: Submit a plan prior to beginning construction.

- Issue: Does the plan need approval by Eng before work starts? When does the plan need to be submitted? What must be included in the plan?

Example: Place bench at the locations shown on the plans

- Issue: Are the directions clear where they need to be placed and installed according to the manufacturers instructions?

Citations and References

- Citations reference out of date or obsolete standards

Additional Attention Needed during Technical Review

- No comments or corrections from Technical Reviewers and many are discovered by Specifications Engineer
- Unresolved Questions and Comments on a reviewed SP

General

Resources

Development

Submittal

QA Review

Contacts

Q & A

Useful Websites & Resources

Special Provision Check Lists [See RDM section 11.07](#)

2012 Standard Specifications for Construction

<http://mdotwas1.mdot.state.mi.us/public/specbook/2012/>

Supplemental Specifications

<http://mdotwas1.mdot.state.mi.us/public/dessssp/spss/>

Frequently Used Special Provisions

<http://mdotwas1.mdot.state.mi.us/public/dessssp/spss/>

Previously Approved Special Provisions

<http://mdotwas1.mdot.state.mi.us/public/specprov/>

ITS, Templates, Recommended and Previously Approved SP's

<http://mdotwas1.mdot.state.mi.us/public/dessssp/spss/>

Project Wise Training Video

<http://inside.michigan.gov/sites/mdot/highways/plan-dev/Assets/TrackChanges.wmv>

General

Resources

Development

Submittal

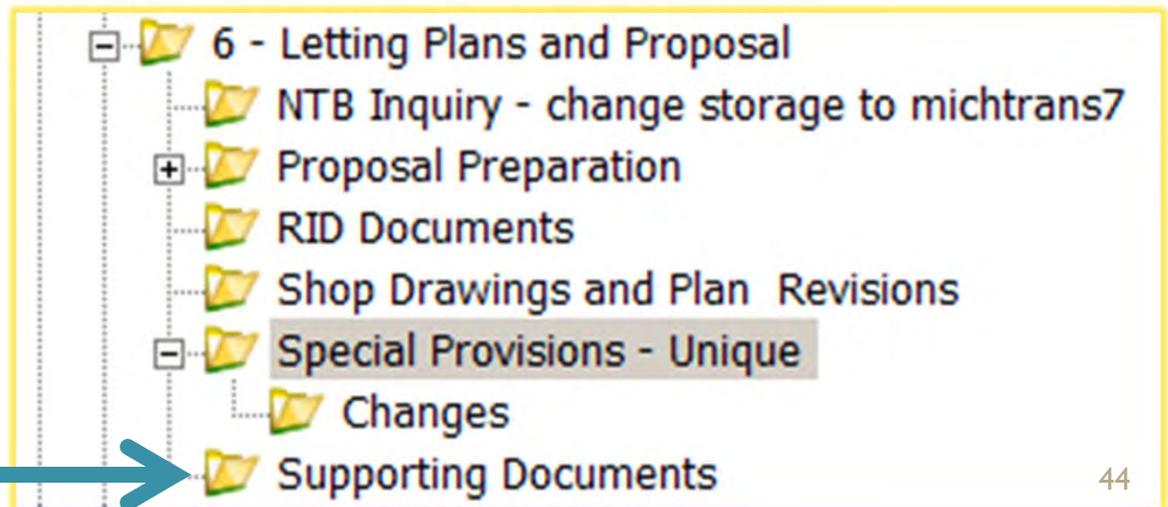
QA Review

Contacts

Q & A

Submittal

- PM Reviews all SP's before submittal to QA
- Submit SP when each one is completed
- PM submits the unique SPs by advancing the state in ProjectWise (*min 6 weeks before Plan Completion*)
- Include supporting documents for: Buy America, Proprietary, and others - case-by-case basis in the Supporting Documents folder



General

Resources

Development

Submittal

QA Review

Contacts

Q & A

Initial QA Assessment

- QA reviews MS Word format
(*max one week turnaround time*)
- 10 minutes allotted for quick format fixes, if more than 10 minutes needed, SP is returned to PM
- Review for Previously Approved SPs, PM will be contacted if there is a similar SP available
- If format OK, then technical reviewers are assigned

General

Resources

Development

Submittal

QA Review

Contacts

Q & A

Technical Review

Primary Responsibilities (RDM 11.06.03)

- Constructability Issues
- Clarity of the Description of Work
- Clear Construction Requirements
- Clear Measurement and Payment Section

Alignment Considerations

- Unnecessary use of Non-Standard Pay Items
- Work for Statewide Alignment if Possible

General

Resources

Development

Submittal

QA Review

Contacts

Q & A

Technical Review (continued)

- Technical Reviewers review technical information, check references, resolve issues/questions with Project Manager (*max 2 weeks for both reviews combined*)
- Advance PWV state when issues are resolved
- If there are significant unresolvable issues, SP is returned to Project Manager. **SP will not be approved with unresolved issues.**
- A project with rejected special provisions may not be advertised

General

Resources

Development

Submittal

QA Review

Contacts

Q & A

Technical Review (continued)

Completing the Review

- Use Track Changes
- Contact Project Manager to Resolve Issues and Modify the Special Provision to address the Issues before advancing state in PW.
- Add Comment Indicating Approval or Rejection in the Title Block
- Changing the State in PW
 - Change once if there if there are TWO Technical Reviewers
 - Change twice if there is ONE Technical Reviewer
- Email Notification to Specifications Engineer
 - Add “Approved” or “Rejected” in the subject line and delete the sentence in the e-mail body that does not apply

General

Resources

Development

Submittal

QA Review

Contacts

Q & A

Specifications Engineer Review

Perform final review (*max 2 weeks*)

- Final overall review – format, technical, logical
- Review technical reviewers comments – all issues addressed?
- Preserve Track Changes in PW – available for the PM to review
- Acts as Second Technical Reviewer if needed
- Reviews SP related to other SPs in review – looks for possible conflicts with other SPs
- Advance PW state – Approval or Disapproval, which notifies the PM either way

General

Resources

Development

Submittal

QA Review

Contacts

Q & A

Specifications Engineer Review

Advertisement of Unapproved or Rejected SP's

Special Provision Exception Risk Analysis (MDOT Form 2908)

- Replaces the use of Form 2912
- Assign Probability or Risk & Impact
- Probability + Impact = Assessment of Risk
- Assesses Risk in 3 Areas
 - Addenda
 - Industry
 - Construction Costs
- Submit Form 2908 when a Project is Turned in and SP's are not approved
- Comments can be included on separate page
- Signed by Region Engineer



General

Resources

Development

Submittal

QA Review

Contacts

Q & A

Specifications Engineer Review

MDOT Form 2908

Michigan Department
Of Transportation
2908 (09/13)

SPECIAL PROVISION EXCEPTION RISK ANALYSIS

Clear Form

INSTRUCTIONS: Complete this Risk Analysis when submitting a project for advertising with an unapproved special provision

DATE

PROJECT LOCATION	CONTROL SECTION	JOB NUMBER
------------------	-----------------	------------

RISK ASSESSORS

SP Title	RISK	PROBABILITY OF RISK OCCURRING (1-5) 1= Low, 5=High	IMPACT ON THE PROJECT (1-5) 1=Low, 5=High	ASSESSMENT (Probability Impact)
UNIQUE SPECIAL PROVISIONS EXCEPTION	1. It will require an addendum	-Select-	-Select-	0
	2. It will hurt MDOT's relationship with the construction industry	-Select-	-Select-	0
	3. It will increase construction costs	-Select-	-Select-	0
<input type="checkbox"/> EXCEPTION APPROVED <input type="checkbox"/> EXCEPTION NOT APPROVED			TOTALASSESSMENT	0

SP Title	RISK	PROBABILITY OF RISK OCCURRING (1-5) 1= Low, 5=High	IMPACT ON THE PROJECT (1-5) 1=Low, 5=High	ASSESSMENT (Probability Impact)
UNIQUE SPECIAL PROVISIONS EXCEPTION	1. It will require an addendum	-Select-	-Select-	0
	2. It will hurt MDOT's relationship with the construction industry	-Select-	-Select-	0
	3. It will increase construction costs	-Select-	-Select-	0

General

Resources

Development

Submittal

QA Review

Contacts

Q & A

Avoid Having a SP Rejected

Top 3 Reasons for a SP to be returned

- Previously Approved SP is available
- Incorrect formatting and/or use of passive voice
- Technically Incorrect and/or illogical

Other Reasons

- Coordination Needed with Technical Experts
- Missing Buy America or other documentation
- Track changes not used for revisions

General

Resources

Development

Submittal

QA Review

Contacts

Q & A

SP Revisions During Review

- QA initiated: SP will be rejected through ProjectWise and PM will need to resubmit and restart review process
- PM initiated: minor changes, contact Dave (or Kristi) to coordinate. For significant revisions, the SP will probably have to be resubmitted and the review process restarted.

General

Resources

Development

Submittal

QA Review

Contacts

Q & A

Addenda

- New or modified special provisions added by Addenda are reviewed through the SP Approval Process
- QA expedites the review when possible
- Form 2908 should be provided if there is not adequate time to complete the review

General

Resources

Development

Submittal

QA Review

Contacts

Q & A

Contact People

Special Provision General Email Address

MDOT-SpecialProvision@michigan.gov

Dave Pawelec, Specifications Engineer

517-373-3930, pawelecd@michigan.gov

Kristi Kirkpatrick, Quality Assurance

517-335-1895, kirkpatrickk2@michigan.gov

Julie Townsend, Quality Assurance

517-241-0550, townsendj@michigan.gov

Larry Strzalka, Quality Assurance Manager

517-335-2220, strzalkal@michigan.gov

General

Resources

Development

Submittal

QA Review

Contacts

Q & A

Questions

Thank You!

General

Resources

Development

Submittal

QA Review

Contacts

Q & A