SESSION OVERVIEW

- IDM Chapter 19 used as a reference
- Special Provisions
  - What is a special provision?
  - How do special provisions relate to other contract documents?
  - What types of special provisions are there?
  - What determines when a SP is used?
SESSION OVERVIEW

- Special Provisions
  - Format and layout of the Menu & BFU
  - How to use the Menu & BFU
  - Menu submittal requirements
  - How special provisions are placed in the CIB

SESSION OVERVIEW

- Unique Special Provisions
  - What is the purpose of a USP?
  - Should a USP modify the SS?
  - What is the USP approval process?
SESSION OVERVIEW

- How to Write a Unique Special Provision
  - What is the structure of a USP?
  - Guidance for spec language
- What future changes are coming?

Guardian of the Specifications
Guardian of the Specifications?

What is a Special Provision?

INDOT Definition

- **101.53 Special Provisions**
  Additions and revisions to the standard and supplemental specifications covering conditions peculiar to an individual project.
What is a Special Provision?

Another Definition

- A special provision is a specification that describes work or a contract requirement that is not adequately described by other contract documents.

What is a Special Provision?

- A good special provision supplements and compliments other contract documents in order to make the contract more
  - Biddable
  - Constructible
  - Enforceable
What is a Special Provision?

- A good special provision can reduce RISK, or at least clearly define where RISK lays, potentially reducing the cost of the work.

Example 1

A good spec?

- Remove 2” to sound concrete.
Example 1

Better spec?

- *Existing concrete shall be removed until sound concrete is reached, but in no case shall less than 2” of existing concrete be removed.*

Example 1

Even better spec?

- *Remove existing concrete to a minimum depth of 2”. If sound concrete is found, no further removal will be required. If unsound concrete is found, an additional 1” of existing concrete shall be removed.*
Example 2

A good special provision?

- A copy of each of the utility plans, as provided by the utilities, is available on the Department’s website for information purposes only. The web address is: http://netservices.indot.in.gov/ then perform the following steps:
  - select the link “Contract Information Books, Construction Plans, Notice of Revisions...”;
  - Under the Document Type dropdown menu, select “Permits”;
  - Under the Contract Number dropdown menu, enter the contract number, then click “Continue.”

The next screen has a copy of the utility plans as submitted by the utilities.

Example 2

A better special provision?

- A copy of each of the utility plans, as provided by the utilities, is available to the Contractor on the Department’s website.
Relation to Contract Documents


These specifications, the supplemental specifications, the plans, special provisions and all supplementary documents are essential parts of the contract.

Relation to Contract Documents

105.04 (cont.)

A requirement occurring in one is as binding as though occurring in all.

They are intended to be complimentary and to describe and provide for a complete work.
**Relation to Contract Documents**

Special provisions are an essential part of the contract documents

1. Instruction to Bidders & Pay Items
2. Special Provisions
3. Plans (Std. Drawings, Recurring Plan Details, Shop drawings)
4. Supplemental Specifications
5. Standard Specifications

---

**What does a Special Provision Do?**

Special Provisions can perform 2 functions:

- Modify the existing Standard Specifications

  *and/or*

- Add material not addressed in the Standard Specifications or other contract documents *(examples?)*
What does a Special Provision Do?

A special provision can be:

- **Constructive** – Describes an item of work to be done
  
  or

- **Restrictive** – Sets a limitation on the work *(examples?)*

What does a Special Provision Do?

A **constructive** special provision defines the “Big 5” of work to be done:

1. Description
2. Materials
3. Construction Requirements
4. Method of Measurement
5. Basis of Payment
What does a Special Provision Do?

A restrictive special provision defines limits, i.e. -

- Where borrow may be obtained
- Time for a road closure period
- When work may begin or must be finished
- Utility cooperation requirements
- “Green” = “Red” provisions

What does a Special Provision Do?

- Special provisions can also replace supplemental specifications and appear in multiple contracts until adoption into the next edition of the Standard Specifications

(As determined by the Standards Committee)
What Types of Special Provisions?

3 types of Special Provisions:

- Standard Recurring Special Provisions
- Contract Specific Recurring Special Provisions
- Unique Special Provisions

What Types of Special Provisions?

Standard Recurring Special Provision

- Cannot be modified by the user
- When selected by the user, INDOT adds the current approved version to the contract
- Typically will become a Standard Specification
- If a modification is *necessary*, a Unique Special Provision must be written
What Types of Special Provisions?

Contract Specific

Recurring Special Provision

- “Fill-in-the-blank” provisions
- User completes pre-defined fields
- Any other *necessary* changes will require a Unique Special Provision

What Types of Special Provisions?

Unique Special Provision

- Covers a specific situation on a specific contract
- Intended for limited use
- *Only* used if the Standard Specifications or Recurring Special Provisions cannot cover the situation
When is a Special Provision Used?

Recurring Special Provisions

- As defined in the Menu and Basis for Use
  - Use of specific pay items
  - Location of the contract
  - Occasionally for all contracts
  - Based on specific contract requirements

Unique Special Provisions

- Due to
  - Conditions peculiar to a project
  - Lack of a Standard Specification
  - Lack of a Recurring Special Provision
Example 3

- Pay item = HMA for Temporary Widening
- Spec 402.07(c) – “Temporary HMA mixtures shall be type B…”
- Plans indicate HMA Widening Type C

What is the correct type of mix to be bid?

Example 3

- Consider a USP that modifies the SS

SECTION 402, BEGIN LINE 87, DELETE AND INSERT AS FOLLOWS:

Temporary HMA mixtures shall be type B-C in accordance with 402.04.
Using the Special Provision Menu
and Basis for Use

SPECIAL-PROVISIONS MENU

- The Menu is divided into two sections.
SPECIAL-PROVISIONS MENU

- Section I lists Standard Recurring Special Provisions and Recurring Plan Details, adopted or revised dates, effective Ready-for-Letting dates, and their bases for use.

These, as indicated earlier, must stand as written, therefore they cannot be modified, to continue to be regarded as RSPs or RPDs.
SPECIAL-PROVISIONS MENU

- Section II lists Contract-Specific Recurring Special Provisions, with the same related information as for Section-I provisions.

SPECIAL-PROVISIONS MENU

- These, as indicated earlier, must be modified, to make sense as RSPs.
SPECIAL-PROVISIONS MENU

Each Section’s documents are listed numerically by RSP or RPD number.

SPECIAL-PROVISIONS MENU

The first 3-digit number corresponds to the Standard Specifications section which the RSP or RPD would belong in if it were a SS or Standard Drawing.
**SPECIAL-PROVISIONS MENU**

- RPDs are not segregated from RSPs in the Section I listing.
- Some RPDs are used dependent on the use of a RSP.
- The Menu automates some of these dependencies.

<table>
<thead>
<tr>
<th>Place in Section</th>
<th>Attach. Req'd</th>
<th>GAP Number</th>
<th>Title</th>
<th>Adopted (A) or Revised (R)</th>
<th>Letting Effective Date</th>
<th>Basis for Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>SECTION I:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>180-C-16</td>
<td></td>
<td></td>
<td>Payment of Prevailing Wage (State-Wide)</td>
<td>02-02-08</td>
<td>04-02-08</td>
<td>Required for all projects in Lake, LaSalle, Porter and St. Joseph counties. No use with moving, sanitizing, sweeping, or light bulb replacement.</td>
</tr>
<tr>
<td>180-C-17</td>
<td></td>
<td></td>
<td>Payment of Prevailing Wage (State-Wide)</td>
<td>02-02-08</td>
<td>04-02-08</td>
<td>Required for all projects in counties other than Lake, LaSalle, Porter and St. Joseph. No use with moving, sanitizing, sweeping, or light bulb replacement.</td>
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<tr>
<td>180-C-17A</td>
<td></td>
<td>12123</td>
<td>AMNA 12123</td>
<td>03-10-09</td>
<td>06-01-07</td>
<td>Required for all Federal aid contracts.</td>
</tr>
<tr>
<td>180-C-15B</td>
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<td></td>
<td>Unfairly Disadvantaged Business Enterprise (STATE-WIDE)</td>
<td>04-09-07</td>
<td>06-01-07</td>
<td>Required for all Federal aid contracts with BEE goal.</td>
</tr>
<tr>
<td>180-C-15C</td>
<td></td>
<td></td>
<td>DBE Record Keeping and Timely Pay</td>
<td>05-01-07</td>
<td>05-01-07</td>
<td>Required for all Federal aid contracts without BEE goal.</td>
</tr>
<tr>
<td>180-C-15D</td>
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<td>Executive Order 12946</td>
<td>03-03-06</td>
<td>05-01-07</td>
<td>Required for all Federal aid contracts.</td>
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<tr>
<td>180-C-15E</td>
<td></td>
<td></td>
<td>DBE Audits</td>
<td>05-01-08</td>
<td>06-01-08</td>
<td>Required for all Federal aid contracts.</td>
</tr>
<tr>
<td>180-C-165</td>
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<td>Avon Built Traffic Signal Plaza</td>
<td>05-13-07</td>
<td>05-01-07</td>
<td>Required for all contracts with permanent traffic signal installations.</td>
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<tr>
<td>180-C-166</td>
<td>X</td>
<td></td>
<td>2008 Standard Specifications</td>
<td>04-10-07</td>
<td>09-01-07</td>
<td>Required for all contracts.</td>
</tr>
<tr>
<td>180-C-20</td>
<td></td>
<td></td>
<td>Indiana Department of Administration - M/WBE Participation Policy for Construction Projects</td>
<td>09-10-07</td>
<td>09-01-07</td>
<td>Required on 100% state funded contracts $500,000 and over with M/WBE goals greater than 0%.</td>
</tr>
<tr>
<td>180-C-30</td>
<td></td>
<td></td>
<td>Indiana Department of Administration - M/WBE Participation Policy for Construction Projects</td>
<td>12-23-08</td>
<td>05-01-09</td>
<td>Required on 100% state funded contracts $200,000 and over with M/WBE goals greater than 0%.</td>
</tr>
</tbody>
</table>
### HOW TO INDICATE REQUIRED SPECIAL PROVISIONS ON THE MENU

1. **SECTION-I RSP OR RDP WITHOUT MODIFICATION**

2. **SECTION-II RSP WHICH CANNOT STAND WITHOUT MODIFICATION**

3. **SECTION-I RSP, WHICH FOR THE CONTRACT, MUST BE MODIFIED**

4. **UNIQUE PROVISION WITH SAME TITLE AS A SECTION-I OR -II RSP OR RPD**

5. **ALTOGETHER UNIQUE PROVISION**

---

### Table: Contract Specific Recurring Special Provisions

<table>
<thead>
<tr>
<th>Item</th>
<th>Title</th>
<th>Adopted (A) or Revised (R) Date</th>
<th>Letting Effective Date</th>
<th>Basis for Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>100-C-146</td>
<td>Payment of Predetermined Minimum Wage (June-Dec)</td>
<td>10-23-05</td>
<td>09-01-07</td>
</tr>
<tr>
<td>X</td>
<td>101-R-046</td>
<td>Structure Numbers for Flare Stems</td>
<td>R 09-01-05</td>
<td>09-01-07</td>
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<tr>
<td>X</td>
<td>102-C-082</td>
<td>Schedule of Pay Dates for Alternate Bids</td>
<td>R 09-01-05</td>
<td>09-01-07</td>
</tr>
<tr>
<td>X</td>
<td>102-C-082</td>
<td>Owner's and Contractor's Protection</td>
<td>R 09-01-05</td>
<td>09-01-07</td>
</tr>
<tr>
<td>X</td>
<td>104-C-112</td>
<td>Traffic Control Changes and On-Site Maintenance of Traffic Control Devices</td>
<td>R 09-01-05</td>
<td>09-01-07</td>
</tr>
<tr>
<td>X</td>
<td>104-R-182</td>
<td>Schedule of Operations and Traffic Control for Underdriveway, Concrete Patching, Placing Underdriveways, and Resurfacing</td>
<td>R 09-01-05</td>
<td>09-01-07</td>
</tr>
<tr>
<td>X</td>
<td>105-C-184</td>
<td>Cellular Telephones/Telecommunications</td>
<td>A 10-31-05</td>
<td>09-01-07</td>
</tr>
<tr>
<td>X</td>
<td>108-C-036</td>
<td>Notice for Opening Project to Traffic Ahead of Schedule</td>
<td>R 09-01-05</td>
<td>09-01-07</td>
</tr>
<tr>
<td>X</td>
<td>108-C-036</td>
<td>Notice to Begin Work</td>
<td>R 09-01-05</td>
<td>09-01-07</td>
</tr>
<tr>
<td>X</td>
<td>108-C-036</td>
<td>Notice to Complete on Time for Restriction on Date Structure</td>
<td>R 09-21-06</td>
<td>09-01-07</td>
</tr>
</tbody>
</table>
### Section I Menu

**HOW TO INDICATE REQUIRED SPECIAL PROVISIONS ON THE MENU**

1. **SECTION-I RSP OR RDP WITHOUT MODIFICATION**
2. **SECTION-II RSP WHICH CANNOT STAND WITHOUT MODIFICATION**
3. **SECTION-I RSP, WHICH FOR THE CONTRACT, MUST BE MODIFIED**
4. **UNIQUE PROVISION WITH SAME TITLE AS A SECTION-I OR -II RSP OR RPD**
5. **ALTOGETHER UNIQUE PROVISION**

### Menu Details

**NOTE:** The menu is divided into two sections:

**SECTION I - Standard Recurring Special Provisions and Recurring Plan Details**

**SECTION II - Contract Specific Recurring Special Provisions**

Please review both sections to locate and ensure the correct items are placed in the contract.

<table>
<thead>
<tr>
<th>No.</th>
<th>Section</th>
<th>Title</th>
<th>Adopted as Revised Date</th>
<th>Lasting Effective Date</th>
<th>Basis for Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Section-I RSP or RDP without modification</td>
<td>Payment of Predetermined Minimum Wage (Green Record) No. 3000001</td>
<td>02-09-06</td>
<td>04-02-06</td>
<td>Required for all projects in Lake, LaPorte, Porter and St. Joseph counties and in certain building construction.</td>
</tr>
<tr>
<td>2</td>
<td>Section-II RSP which cannot stand without modification</td>
<td>Payment of Predetermined Minimum Wage (Green Record) No. 3000006</td>
<td>02-09-05</td>
<td>04-02-06</td>
<td>Required for all projects in counties other than Lake, LaPorte, Porter and St. Joseph and in certain building construction.</td>
</tr>
<tr>
<td>3</td>
<td>Section-I RSP, which for the contract, must be modified</td>
<td>HSA 1273</td>
<td>03-10-04</td>
<td>06-01-07</td>
<td>Required for all federal aid contracts.</td>
</tr>
<tr>
<td>4</td>
<td>Unique Provision with same title as a Section-I or -II RSP or RPD</td>
<td>Unpublished Business Enterprise, Procurement, and Small Business Efforts</td>
<td>04-09-07</td>
<td>08-01-07</td>
<td>Required for all federal aid contracts with DBE goal.</td>
</tr>
<tr>
<td>5</td>
<td>Altogether Unique Provision</td>
<td>DBE Record Keeping and Timely Payment</td>
<td>09-01-07</td>
<td>09-01-07</td>
<td>Required for all federal aid contracts without DBE goal.</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>Executive Order 112-46</td>
<td>09-01-07</td>
<td>09-01-07</td>
<td>Required for all federal aid contracts.</td>
</tr>
<tr>
<td>7</td>
<td></td>
<td>Title VI Assurance</td>
<td>09-01-08</td>
<td>09-01-08</td>
<td>Required for all federal aid contracts.</td>
</tr>
<tr>
<td>8</td>
<td></td>
<td>As-built Traffic Signal Plans</td>
<td>08-15-07</td>
<td>10-01-07</td>
<td>Required for all contracts with permanent traffic signal installations.</td>
</tr>
<tr>
<td>10</td>
<td></td>
<td>Indiana Department of Administration’s 3% DBE Participation Policy for Construction Projects</td>
<td>08-15-07</td>
<td>08-15-07</td>
<td>Required for 100% state funded contracts over $250,000 and over with PBE/DBE goal greater than 0%.</td>
</tr>
<tr>
<td>11</td>
<td></td>
<td>Indiana Department of Administration’s 3% DBE Participation Policy for Construction Projects</td>
<td>12-23-08</td>
<td>03-01-09</td>
<td>Required for 100% state funded contracts over $250,000 and over with PBE/DBE goal greater than 0%.</td>
</tr>
</tbody>
</table>
### SECTION II: Contract Specific Recurring Special Provisions

| Place in 
| Contract |
|---|---|---|---|---|---|
| 125.0-26 | 24.0-19 | 25.0-17 | 26.0-15 | 27.0-15 | 28.0-15 |
| **title** | **Contract Number** | **Description** | **Start Date** | **End Date** | **Reason for Use** |
| Payment of Pre-determined Minimum Wage (Dwight Bldg.) | X | 100-C-18 | A 09-08-03 | 09-01-04 | Required for all building construction projects as determined by Contract Administrator. |
| Structure Numbers for Pay Items | X | 100-B-64 | R 09-01-05 | 09-01-04 | Required for more than one bridge file number in contract, and lump sum pay item to be required for each bridge. |
| Schedule of Pay Items for Alternate Bid | X | 100-C-65 | R 09-01-05 | 09-01-07 | Required for pay items contract which require alternate bids. |
| Owners’ and Contractors’ Protective Liability Insurance Coverage for Operations of the Designated Contractor | X | 100-C-12 | R 09-01-05 | 09-01-07 | Required for all federal and local public agency contracts. |
| Traffic Control Changes and On-Call Maintenance of Traffic Control Devices | X | 100-C-74 | R 09-01-05 | 09-01-07 | Required for all traffic being maintained on present roadway with no workman required. |
| Schedule of Operations and Traffic Control For Underground, Concrete Paving, Paving Underwater, and Manufacturing | X | 100-C-15 | R 09-01-05 | 09-01-07 | Required for all pavement underlining, patching, shoulder drain placement, and surfacing specified. |
| Allowable Telephone/Telex | X | 100-C-16 | A 09-30-05 | 09-01-07 | As determined necessary by District Construction. |
| Memorandum About Existing Conditions of Utilities, Additional Right-of-Way, and Encroachments | X | 100-B-36 | R 09-10-06 | 09-01-08 | Required for all contracts let on or after May 1, 2000. |
| Schedule for Opening Project for Traffic Ahead of Schedule | X | 100-C-65 | R 09-01-05 | 09-01-07 | As determined necessary by department personnel who set contract time. |
| Local Date to Begin Work | X | 100-C-65 | R 09-01-05 | 09-01-07 | Delayed start of work. |
| Failure to Complete on Time for Restriction on Structure | X | 100-C-65 | R 09-01-05 | 09-01-07 | Delayed start of work. |

---

### SECTION II: Contract Specific Recurring Special Provisions

| Place in 
| Contract |
|---|---|---|---|---|---|
| 125.0-26 | 24.0-19 | 25.0-17 | 26.0-15 | 27.0-15 | 28.0-15 |
| **title** | **Contract Number** | **Description** | **Start Date** | **End Date** | **Reason for Use** |
| Determination and Extension of Contract Time | 350-C-117 | A 07-29-07 | 08-04-07 | Required for all contracts. |
| Contract Lines | 350-C-117 | A 07-29-07 | 09-15-07 | Required for all contracts with lettings on or after September 15, 2007. |
| Payment for Extra Work | 350-C-117 | A 07-29-07 | 09-15-07 | Required for all contracts let on or after July 1, 2009. |
| Worksite Added Penalty Sign | 201-B-54 | R 06-25-07 | 09-01-07 | Required for all contracts with an 805 parameter let on or after September 1, 2007. |
| Worksite Added Penalty Sign 79-82 | 201-B-54 | R 07-15-07 | 09-01-07 | Use in conjunction with ESP 201-B-542. |
| Worksite Added Penalty Sign 79-82 | 201-B-54 | R 07-15-07 | 09-01-07 | Use in conjunction with ESP 201-B-542. |
| Traffic Control Device Report | 350-C-117 | A 07-29-07 | 09-01-07 | Use in conjunction with ESP 201-B-542. |
| Owner’s and Contractor’s Protective Liability Insurance Coverage for Operations of the Designated Contractor | 350-C-117 | R 03-05-08 | 09-01-07 | Required for all federal and local public agency contracts. |
| Schedule of Operations and Traffic Control For Underground, Concrete Paving, Paving Underwater, and Manufacturing | 350-C-117 | R 09-01-05 | 09-01-07 | Required for all pavement underlining, patching, shoulder drain placement, and surfacing specified. |
| Memorandum About Existing Conditions of Utilities, Additional Right-of-Way, and Encroachments | 350-C-117 | R 02-01-06 | 09-01-06 | Required for all contracts let on or after May 1, 2000. |
| Local Date to Begin Work | 350-C-117 | R 09-01-05 | 09-01-07 | Delayed start of work. |
**Special-Provision Menu Submittal**

- This digests the Menu to only those documents marked to be placed into the contract.

---

### Contract R-31099

**NOTE:** This Menu is divided into two sections.

**SECTION II - Standard Menu Items**

- **Contract Specifications:**
- **Contract Documents:**

<table>
<thead>
<tr>
<th>Place in Contract</th>
<th>Attach. Spec.</th>
<th>ESP Number</th>
<th>Title</th>
<th>Advanced (A)</th>
<th>Letting (B)</th>
<th>Basis for Use</th>
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<tbody>
<tr>
<td>X</td>
<td>106-C-29</td>
<td></td>
<td>Determination and Extension of Contract Date</td>
<td>A 07-19-07</td>
<td>09-01-07</td>
<td>Required for all contracts.</td>
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<td>X</td>
<td>106-C-218</td>
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<td>Payment for Extra Work</td>
<td>A 09-23-08</td>
<td>07-01-08</td>
<td>Required for all contracts let on or after July 1, 2008.</td>
</tr>
<tr>
<td>X</td>
<td>1001-R-543</td>
<td></td>
<td>Worksite Added Penalty Signs</td>
<td>R 09-25-07</td>
<td>09-01-07</td>
<td>Required for all contracts with an 80T day labor lot on or after September 1, 2007.</td>
</tr>
<tr>
<td>X</td>
<td>1001-R-542u</td>
<td></td>
<td>Worksite Added Penalty Sign 70 x 62</td>
<td>R 07-28-07</td>
<td>09-01-07</td>
<td>Use in conjunction with ESP 1001-R-542.</td>
</tr>
<tr>
<td>X</td>
<td>1001-R-542v</td>
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<td>Worksite Added Penalty Sign 60 x 36</td>
<td>R 07-28-07</td>
<td>09-01-07</td>
<td>Use in conjunction with ESP 1001-R-542.</td>
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<tr>
<td>X</td>
<td>1001-R-544v</td>
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<td>Worksite Added Penalty Sign 40 x 48</td>
<td>R 07-28-07</td>
<td>09-01-07</td>
<td>Use in conjunction with ESP 1001-R-542.</td>
</tr>
<tr>
<td>X</td>
<td>103-C-030</td>
<td></td>
<td>Owners' and Contractors' Protective Liability Insurance Coverage for Operations of the Designated Contractor</td>
<td>R 03-09-06</td>
<td>09-01-07</td>
<td>Required for all federal and local public agency contracts.</td>
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<tr>
<td>X</td>
<td>106-B-33</td>
<td></td>
<td>Schedule of Operations and Traffic Control for Scheduling, Placing, and Rebuild of Underramps</td>
<td>R 09-01-07</td>
<td>09-01-07</td>
<td>Required for all work.</td>
</tr>
<tr>
<td>X</td>
<td>107-F-103</td>
<td></td>
<td>Schedule of Operations and Traffic Control for Underdrainage, Shoulder Drain Placement, and Rebuild</td>
<td>R 03-09-06</td>
<td>09-01-07</td>
<td>Required for all contracts let on or after May 1, 2008.</td>
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<tr>
<td>X</td>
<td>106-C-000</td>
<td></td>
<td>Latest Date to Begin Work</td>
<td>R 09-01-07</td>
<td>09-01-07</td>
<td>Delayed start of work cleaning.</td>
</tr>
</tbody>
</table>
Special-Provision Menu Submittal

- The Menu can now be uploaded to ERMS, the Department’s electronic document management system.

HOW TO INDICATE REQUIRED SPECIAL PROVISIONS ON THE MENU

1. SECTION-I RSP OR RDP WITHOUT MODIFICATION
2. SECTION-II RSP WHICH CANNOT STAND WITHOUT MODIFICATION
3. SECTION-I RSP, WHICH FOR THE CONTRACT, MUST BE MODIFIED
4. UNIQUE PROVISION WITH SAME TITLE AS A SECTION-I OR -II RSP OR RPD
5. ALTOGETHER UNIQUE PROVISION
Special-Provision Menu Indication

- These are all treated as Unique Special Provisions.

Special-Provision Menu Indication

- A Recurring Plan Detail cannot be modified and still remain such. If it requires modification, the detail must instead be shown on the plans.
Special-Provision Menu Indication

- A “Place In Contract” indication should not be made on the Menu for such a modified detail.

ELECTRONICALLY LISTING UNIQUE SPECIAL PROVISIONS
Recurring and Unique Special Provisions

Special Provisions

- **September 2007 Edition**
  Effective for Lettings on or after September 1, 2007

- **September 2006 Edition Updated 2/20/07**
  Effective for Lettings on or after September 1, 2006

- **September 1, 2006 thru August 31, 2006 - Updated 7/19/06**
  (Supersedes old September 2005 Edition)
  Effective for Lettings on or after September 1, 2006

- **March 2005 Edition Updated 4/1/05**
  Effective for Lettings on or after March 1, 2005

- **September 2004 Edition**
  Effective for Lettings on or after September 1, 2004

- ** Archived and Inactive Files**

Unique Special Provisions

- **How to Use** (pdf format)
- **Summary Sheet** (xls format)

Recurring Special Provisions & Plan Details

**Effective for Lettings on or after September 1, 2007**

When included in a Contract, a Recurring Special Provision is applicable in accordance with Section 105.04

Section and line numbers in Recurring Special Provisions for Lettings on or after September 1, 2007 refer to the 2009 Standard Specifications.

<table>
<thead>
<tr>
<th>Recurring Special Provisions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>How to use</strong> (pdf format)</td>
</tr>
<tr>
<td><strong>Menu and Basis for Use</strong> (xls format)</td>
</tr>
<tr>
<td><strong>Section 100</strong></td>
</tr>
<tr>
<td><strong>Section 200</strong></td>
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<td><strong>Section 300</strong></td>
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<td><strong>Section 400</strong></td>
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<td><strong>Section 500</strong></td>
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<td><strong>Section 600</strong></td>
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<tr>
<td><strong>Section 700</strong></td>
</tr>
<tr>
<td><strong>Section 800</strong></td>
</tr>
<tr>
<td><strong>Section 900</strong></td>
</tr>
</tbody>
</table>

- **Link to the Unique Special Provisions**
- **Out or Archived Recurring Special Provisions**
<table>
<thead>
<tr>
<th>Standard Specifications Section</th>
<th>Unique Special Provision Title</th>
<th>Document Filename</th>
</tr>
</thead>
<tbody>
<tr>
<td>211</td>
<td>BACKFILLING BEHIND SOIL-NAILED WALL</td>
<td>0499540 USP 211</td>
</tr>
<tr>
<td>402</td>
<td>TEPID-MIX ASPHALT, TPA</td>
<td>0499540 USP 402</td>
</tr>
<tr>
<td>604</td>
<td>COLORED-CONCRETE SIDEWALK CURB RAPMS</td>
<td>0499540 USP 604</td>
</tr>
<tr>
<td>707</td>
<td>PRESTRESSED-CONCRETE W-BEAMS</td>
<td>0499540 USP 707</td>
</tr>
<tr>
<td>805</td>
<td>WROUGHT-IRON TRAFFIC-SIGNAL POLES</td>
<td>0499540 USP 805</td>
</tr>
</tbody>
</table>
COMPLETING A CONTRACT SPECIFIC RECURRING SPECIAL PROVISION

e.g., 108-C-043
Always use the most current version available.

Upon making your final Menu submittal, check if subsequent Menu revisions have affected your chosen RSPs or RPDs.
**MENU TIPS**

- Use only one Menu per contract.
- For multiple-DES work, develop Menus as you understand the DES numbers to be grouped for contracting.

**WHAT DOES INDOT WANT TO SEE IN YOUR CONTRACT SPECIAL PROVISIONS SUBMISSION?**
VIA ERMS:

CURRENT SPECIAL PROVISION MENU, SHOWING X’s PLACED CORRECTLY IN APPROPRIATE COLUMNS

COMPLETED MENU-SECTION-II RECURRING PROVISIONS

UNIQUE SPECIAL PROVISIONS

SPECIAL-PROVISIONS DOCUMENT WORD-PROCESSING PREFERENCE

SOFTWARE: MICROSOFT WORD 2003 OR LATER VERSION
SPECIAL-PROVISIONS DOCUMENT WORD-PROCESSING PREFERENCES:

A UNIQUE PROVISION’S TITLE SHOULD BE ALL CAPITALS, WITH NO OTHER ENHANCEMENTS SUCH AS BOLDING, ITALICS, OR UNDERLINING.

THESE PREFERENCES MAKE THE DOCUMENT ERMS-COMPATIBLE.

WHAT INDOT DOES NOT WANT TO SEE IN YOUR CONTRACT SPECIAL PROVISIONS SUBMISSION
No-No’s

A hardcopy of the special-provisions document.

Incomplete Section-II RSPs

No-No Regarding Drawings or Details:

These should be placed on the plans.
Late Change to Special-Provisions Submission

- E-mail to the Office of Contracting should be used
  - to add or delete a document,
  - to further modify a Section-II RSP,
  - or revise a unique provision.

Late Change to Special-Provisions Submission

- The change to a Section-II RSP or a unique provision should be included as a Microsoft Word attachment to the e-mail transmission.
Late Change to Special-Provisions Submission

- The change should be shown as “track changes”, or otherwise be clearly indicated.

Contract Information Book

- RSPs, both Section I and Section II, will typically appear in the CIB in one combined Standard Specifications section numerical order.
Contract Information Book

- All unique provisions will appear in the order that you listed them in the Summary Sheet, which may not be Std. Spec. section numerical order.

Contract Information Book

- **RPDs are placed in a section between the Schedule of Pay Items and the Special Provisions.**
The Unique Special Provision Process

What is the Purpose of a USP?

- To define contract requirements that are not otherwise defined in the SS or a RSP and are *peculiar* to a specific contract.
  - Don’t “clarify” existing specifications
  - Don’t correct “errors” in specifications
Should a USP Modify the SS?

- Modify the SS only when the provision adds, deletes or revises material in an existing section.
- Do not add “new” sections to the SS by assigning a new section number.

What is the USP Approval Process?

- Provides a standard procedure for review, comment, revision and approval of USP.
- Provides for archiving USPs to determine when a RSP may be justified.
- Provides increased uniformity of specifications.
The USP Approval Process

- Submit draft USP 14 weeks prior to Stage III submittal
- PM/Designer will distribute to applicable reviewers
- Reviewers return comments to PM/Designer
- Designer resolves comments with PM & Reviewers
- USP is approved for use and submitted with Stage III submittal
No-No’s Regarding Unique Provisions

Proprietary Products or Materials

Unique Provisions Placed on the Menu

Needless Provisions or Statements

EXAMPLE OF PROVISION FOR PROPRIETARY PRODUCT
1.0 GENERAL DESCRIPTION

1.1 The unit (Code Blue CB I-s) shall be an easily identifiable, vandal resistant communications device that is Americans with Disabilities Act (ADA) compliant, multi-functional, freestanding, and constructed of heavy steel. The unit shall be aesthetically pleasing and virtually impervious to damage, and shall include a high quality, vandal resistant, hands-free communications device, a powerful strobe light, and a vivid blue beacon that serves to identify the unit from a great distance.

1.2 The communication system (Code Blue CB 3000) shall be designed so that a single touch on the communications device button shall immediately and automatically dial a preprogrammed number. This shall simultaneously activate the blue strobe light and an optional peripheral device such as a remote preset for closed circuit television (CCTV). Immediately after establishing the phone connection with the receiving party, the communications device shall be capable of sending a signal identifying the specific unit being activated. The strobe shall continue to flash, drawing attention to this location until the receiving party terminates the call.

2.0 CONSTRUCTION

2.1 The unit shall be a concentric steel cylinder (bollard) with a 12.75 inch diameter, a 0.25 inch wall thickness, and a height of 9 feet, 1 1/2 inches.

2.2 Tamper resistant fasteners manufactured by the McGard Company shall be used. It shall not be possible to enter the unit or remove any component without a special computer designed bit-wrench designed for this purpose. These bit-wrenches are supplied only by the manufacturer of the unit. All other types of fasteners shall not be acceptable due to the abundance of non-proprietary tools available for their removal.

2.3 The unit shall have an internal anchor baseplate that is fully welded to the bollard two inches above its base. The base plate shall be fabricated of 0.75 inch thick A-36 grade steel plate, and shall have a 5 inch diameter center hole for electrical conduit access, as well as four oblong holes on an 8 inch circular bolt pattern for the anchor bolts. External mounting is not acceptable.
EXAMPLES OF NEEDLESS PROVISIONS OR STATEMENTS

SPECIAL PROVISIONS

These Special Provisions, Additional Special Provisions, Instructions to Bidders, Standard Specifications dated 2008, all authorized revisions, Prequalification Regulations in effect on the Date of Letting, and all other documents as set out in the Table of Contents, are to become a part of this Contract.
SCOPE OF WORK

The intent of these Special Provisions, additional Special Provisions, the Standard Specifications dated 2008, and the Detail Plans, is to provide for the reconstruction of approximately 1200 feet of State Route No. 985, and the construction of Structure No. 985-76-8096, designated as Bridge Contract No. B-31009.

The reconstruction of State Route 985 shall include the removal of portions of existing State Route 985 and constructing 24-ft-wide Full Depth Asphalt Pavement over 6 in. Special Subgrade Treatment with 6-ft-wide Paved Shoulders and other incidental work, all more fully set out in the Detail Plans, these Special Provisions, and the Standard Specifications dated 2008.

The construction of Structure No. 985-76-8096, a 3-span Prestressed Concrete I-Beam Structure with Integral End Bents carrying State Route 985 over Lothringen Ditch at approximate Station 144+20 “L” in Steuben County, shall include furnishing and driving Steel H Piles, furnishing and placing all Structural Concrete, and other incidental work, all more fully set out in the Detail Plans, these Special Provisions, and the Standard Specifications dated 2008.
1. The Bidder's attention is directed to the fact that this work shall be constructed in accordance with Section 702.07 of the Indiana Department of Transportation 2008 Standard Specifications.

2. This work shall be in accordance with 702.07.

IF ANYBODY IS GETTING PAID BY THE WORD TO WRITE SPECIAL PROVISIONS, WE WHO ARE NOT, ARE IN THE WRONG LINE OF WORK.
EXAMPLES OF PROJECT
CUSTOM-DEVELOPED
SPECIAL-PROVISIONS-SET
TITLE PAGES

STATE ROUTE 985
STEUBEN COUNTY
PROJECT: STP-5276(10) Const.
DES. CODE: 95 99015

SPECIAL PROVISIONS
SPECIAL PROVISIONS

State Route 985 over
LOTHRINGEN DITCH
Steuben County, Indiana

JADE
Engineers, Inc.

Project No. STP-5276(10)
Structure No. 985-76-8096
Des No. 95 99015
February 24, 2009

JADE  1111 N. TEMPLE AVENUE     INDIANAPOLIS, IN 46201
       317-555-6775

CHICAGO   LONDON   MOSCOW   THE MOON   MARS

TM-30909

STTI-000C (ANN)
Des. No. 06 99026

LaPorte District
Lighting Maintenance
SPECIAL PROVISIONS FOR WORKMANSHIP AND MATERIALS

SANITARY SEWER RELOCATION
BRIDGE REPLACEMENT:
STATE ROUTE 985 OVER LOTHRINGEN DITCH
INDIANA DEPARTMENT OF TRANSPORTATION

JOHN Q. THUNDER, MAYOR
CITY OF ANGOLA, INDIANA

KIMBERLY A. HORNET, ROAD SUPERINTENDENT
COUNTY OF STEUBEN, INDIANA

Prepared By:
Anthony L. Uremovich
Public Works Engineering Division
JADE Engineers, Inc.

JADE ENGINEERS, INC.
“The only water that we walk on is frozen”

REV BY DLW DATE 8-11-08 SUBJECT: TITLE AND INDEX
CHK BY ALU DATE 8-12-08 SHEETS 1 OF 1

TOPIC

1-9 SPECIAL PROVISIONS MENU
10-13 SPECIAL PROVISIONS
14-15 COST ESTIMATE FOR 985-76-8096
16-17 QUANTITIES ESTIMATE FOR 985-76-8096
18-19 COST ESTIMATE FOR 985-76-8097
20-21 QUANTITIES ESTIMATE FOR 985-76-8097
22-23 COST ESTIMATE FOR 985-76-8098
24-26 QUANTITIES ESTIMATE FOR 985-76-8098
27-29 TOTAL COST ESTIMATE
30-35 TOTAL QUANTITIES ESTIMATE
WHEN IS ALL OF THIS EFFECTIVE?

- A TECHNICAL ADVISORY WILL BE ISSUED WITH THE IDM CH. 19 REVISION INDICATING THE EFFECTIVE DATE.
- HOWEVER, FOLLOWING THESE BEST PRACTICES IS ENCOURAGED AT ANY TIME.

WRITING A CONTRACT-WORTHY UNIQUE SPECIAL PROVISION
A NOTE ON THE PLANS SHOULD SPECIFICALLY PERTAIN TO THE DRAWING OR DETAIL THAT IT ACCOMPANIES.

PLAN NOTES SHOULD NOT SPECIFY ANYTHING TO DO WITH PAYMENT. (105.04)

IF IT CAN STAND ALONE WITHOUT THE AID OF THE PLANS, IT LIKELY STATES ONE OF THE “BIG 5” SPECIFICATIONS STATEMENTS.

IT SHOULD THEREFORE BE PLACED IN A SPECIAL PROVISION.
Before Starting

- Included in the Std. Spec.?
- Included in at least one RSP?

Two Hidden Truths About Specifications

- NOBODY LIKES TO WRITE THEM!
- NOBODY LIKES TO READ THEM!
SPECIAL-PROVISIONS-WRITING CONSIDERATIONS

HOW MANY CONTRACTS ARE THERE?

THE LAW AND WRITING SPECIFICATIONS

WHO ARE SPECIFICATIONS WRITTEN FOR?

HOW MANY CONTRACTS ARE THERE?
There is only one contract: the one you’re writing a USP for. Where applicable, word all statements to reflect this singularity.

THE LAW AND WRITING SPECIFICATIONS

- It’s not showtime.
- No need for “legalese”.
- Use as few words as necessary, yet still get the point across.
- Remember, someone must read what you wrote.
Who are Specifications Written For?

- Not your supervisor
- Not the Office of Contracting
- Not the FHWA
- Not tort or other lawyers
- Not, in the end, for potential contract bidders
Who are Specifications Written For?

These entities will read them, but they will not perform the work.

So, specifications are written for the contractor who will complete the work, and for the owner's representatives who will inspect the work.

Who are Specifications Written For?

Therefore, aim your writing at the ultimate reading audience: those in the construction workplace.
Anybody can write a specification. The old saying is that you only need to know these two things:

- **THE DEPARTMENT** “**WILL**”
- **THE CONTRACTOR** “**SHALL**”

**SHALL** and **WILL**

Yes, the Contractor “shall”.

**POOR:**

The Contractor shall excavate ....

**PREFERRED:**

.... shall be excavated as shown ....

Active Voice implies “shall”:

Excavate _____ as shown ....
**SHALL and WILL**

Yes, the Department or Engineer “will”.

**POOR:**

*The Engineer will measure _____ ....*

**PREFERRED:**

_____ will be measured ....

---

**SPECIAL-PROVISIONS-WRITING TIPS**

**REFERENCES TO OTHER SPECIFICATIONS**

This work shall be in accordance with....

101.01 [INDOT Std. Spec.]

AASHTO M 100

ASTM A 100
SPECIAL-PROVISIONS-WRITING TIPS

State each requirement only once.

When, not if, it must be changed, you must not only change it at least twice. You first must remember to change it at least twice.

NUMERATION

Always use numerals, including 0 or 1.

....shall be mounted on 1 post.

Use numerals if showing a quantity followed by a unit symbol, or a type, class, etc.

A patch of 40 ft² (4 m²) shall be placed ....
The QC/QA-HMA, 1, Surface, 9.5 mm course shall be used ....
....will require a casting type 5 with ....

Use numerals in tables.
**NUMERATION**

**DON’T BEGIN A SENTENCE WITH A NUMERAL:**
5 sets of shop drawings will be required.

**DON’T WRITE WORDS THEN FOLLOW WITH A PARENTHETICAL NUMERAL:**
...shall be compacted three (3) times before the asphalt is placed.

**MEASUREMENT UNITS**

**USE THE UNIT SYMBOL FOLLOWING A QUANTITY:**

440 t  400 Mg  200 ft  60 m

**USE WORDS IF NO QUANTITY IS TO BE SHOWN:**
...will be measured by the ton (megagram)....
**MEASUREMENT UNITS**

FOLLOW ENGLISH QUANTITY WITH PARENTHETICAL METRIC QUANTITY:

- 1.5 ft (5 m)
- 108 sq ft (10 m²)
- 20 cu yd (15 m³)
- 250 ac (100 ha)

DON'T USE A PERIOD AFTER AN ENGLISH-UNIT SYMBOL EXCEPT FOR *in.* OR *gal.:

- 5 ft 8 in.
- 4 gal. 12 oz

**MEASUREMENT UNITS**

DON'T PLURALIZE UNIT SYMBOLS WITH AN S:

- 20 m, not 20 ms
- 40 sq yd, not 40 sys
- 500 Mg, not 500 Mgs
- 15 yd, not 15 yds

CAPITALIZE AND SUPERSCRIPT METRIC-SYMBOL CHARACTERS IN ACCORDANCE WITH SI:

- Mg
- kL
- mm²
- m³
**MEASUREMENT UNITS**

In the Quantities or Cost Estimates, or Pay Item table, metric units are not superscripted, as the estimating software used to develop the Schedule of Pay Items does not have this capability.

It shows, e.g., \( mm^2 \) \( m^3 \)

---

**PARENTHESES**

USE FOR METRIC MEASURE FOLLOWING ENGLISH MEASURE:

\[ 1.5 \text{ ft} \ (5 \text{ m}) \]

USE IN SPECIFICATION SUBSECTION HEADING DESIGNATIONS:

(a) Placing Concrete.
(2) Impact Resistance.
**PARENTHESES**

USE TO SET OFF EXPRESSIONS IN EQUATIONS FOR CLARITY:

\[ H = 2 \cos (90 - \theta) \]

PARENTHESES SHOULD NOT BE USED TO SET OFF PHRASES OF TEXT. USE COMMAS OR DISTINCT SENTENCES INSTEAD.

--

**PARENTHESES**

SHOULD NOT BE USED TO SET OFF AN ABBREVIATION FOLLOWING WHAT IT STANDS FOR. USE COMMAS INSTEAD.

Poor:

*Hot Mix Asphalt (HMA) shall be ....*

Preferred:

*Hot Mix Asphalt, HMA, shall be ....*
**CAPITALIZATION**

CAPITALIZE ONLY THE INITIAL LETTER OF A WORD. HOWEVER, CAPITALIZE THE ENTIRE TITLE OF A SPECIAL PROVISION. OTHERWISE, DO NOT CAPITALIZE WHOLE WORDS OR SENTENCES.

**CAPITALIZATION**

SPECIFICATION HEADINGS OR SUBHEADINGS:

*Grade Adjustment of Existing Structures.*
*Basis of Payment.*
CAPITALIZATION

CONTRACT PARTIES, TITLES OF INDIVIDUALS, REFERENCE PUBLICATIONS, TRAFFIC-SIGN MESSAGES:

Department       Contractor       Engineer
District Traffic Engineer
AASHTO LRFD Bridge Design Specifications
"Speed Limit 45"

FULLY CAPITALIZE ACRONYMS OR ABBREVIATIONS:

AASHTO     IDNR     UL

CAPITALIZE CHARACTERS IN METRIC-MEASUREMENT UNIT SYMBOLS AS REQUIRED IN SI:

mL     Mg     kW
**QUOTATION MARKS**

TRAFFIC-SIGN MESSAGES:

"Stop Ahead"
"Mowing Crews Next 5 Miles"

**BRACKETS**

USE WHERE REQUIRED IN AN EQUATION TO NEST PARENTHETICAL EXPRESSIONS:

\[ Q = a [1 - (b + c)] \]
EMPHASIS. Emphasis may be effected with italics, quotation marks, underlining, bolding, capitals, or larger pitches. This is unnecessary, as no part of a specification is more or less important than others.

“IF IT’S THERE, IT’S FAIR”

UNDERLINING. It is used in handwriting in lieu of italics. Word processing permits actual italicizing. In writing a special provision, italics should only be used to identify copy that is a direct revision to the Standard Specifications.
**SEMICOLON**

Limit the use of the semicolon. Using a period in its place will more clearly effect two distinct sentences.

**PHRASEOLOGY**

USE.... INSTEAD OF....

all any and all

as shown on the as detailed on the plans
as shown in the plans
as shown on sheet ___ of the plans
as shown on the standard drawings
as shown on Standard Drawing ______
as shown on the detail sheets
as shown on the _______ Sheet
### PHRASEOLOGY

**USE.... INSTEAD OF....**

<table>
<thead>
<tr>
<th>Broken line</th>
<th>Skip line</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calendar day</td>
<td>Day</td>
</tr>
<tr>
<td>Contract unit price</td>
<td>Contract unit price bid</td>
</tr>
</tbody>
</table>

### PHRASEOLOGY

**USE.... INSTEAD OF....**

<table>
<thead>
<tr>
<th>Department</th>
<th>Indiana Department of Transportation INDOT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Each</td>
<td>Each and every</td>
</tr>
<tr>
<td>Ensure</td>
<td>Assure</td>
</tr>
<tr>
<td>Insure</td>
<td></td>
</tr>
<tr>
<td>Guardrail</td>
<td>Guard rail</td>
</tr>
<tr>
<td>If</td>
<td>In the event that</td>
</tr>
</tbody>
</table>
**PHRASEOLOGY**

**USE.... INSTEAD OF....**

- in accordance with as per
  - in conformance with per

- it [Contractor] he
- its [Contractor's] his

- milling scarifying
  - surface milling

- or and / or

- pay item bid item
  - item line item

- project limits contract limits

**PHRASEOLOGY**

**USE....**  

- Schedule of Pay Items  
- shall or will

**INSTEAD OF....**

- Itemized Proposal, Proposal
- is to, must, should
- shall be in accordance with shall conform to

**PHRASEOLOGY**

**USE....**  

- State

**INSTEAD OF....**

- Indiana, State of Indiana
- with no additional payment at the Contractor's expense
- work day working day
UNENFORCEABLE PHRASEOLOGY

carefully
diligently
thoroughly
any other term of a judgmental nature

POOR:
Extra special care shall be taken to ensure that the concrete is thoroughly vibrated.

PREFERRED:
The concrete shall be vibrated.

HOW TO DEVELOP A UNIQUE SPECIAL PROVISION WHICH DIRECTLY REVISES THE STANDARD SPECIFICATIONS

This principle is used for most recurring special provisions.
These instructions are based on the use of Microsoft Word 2003 or 2007.

PREFERRED WORD 2003 AND 2007 FONTS

This is the default font which is used for the special provision title and the Standard Specifications section and line references. It is Courier New, 10 pitch.

This is the roman font which is used for existing Standard Specifications copy. It is Times New Roman, 12 pitch.

This is the italic font which is used for inserted new specifications copy. It is Times New Roman, 12 pitch. Italic is effected by highlighting roman-font text and clicking on the I button.

This is the bold font which is used for section numbers and headings in specifications copy. It may be either roman or italic as required. It is Times New Roman, 12 pitch. Bold is effected by highlighting non-bold text and clicking on the B button.
STANDARD SPECIFICATIONS REVISION TIPS

Revise the version of the Standard Specifications which is in effect for the letting that the contract is scheduled for. Sections’ line numbers change with each new edition.

STANDARD SPECIFICATIONS REVISION TIPS

Show entire revised sentences. Don't revise only part of a sentence. Retain all unrevised existing copy in the sentence for clarity of the revision.
STANDARD SPECIFICATIONS REVISION TIPS

Include all copy shown in each line involved in the revision. This includes sentence fragments not involved in the revision which may appear in the first or last line involved.

STANDARD SPECIFICATIONS REVISION TIPS

Spaces in the book between paragraphs count as lines.

Horizontal lines shown in tables count as lines.

Delete, then insert. Don't insert, then delete.
STANDARD SPECIFICATIONS REVISION TIPS

If it is necessary to delete 4 or more lines of existing copy without insertions, such deleted copy need not be shown as overstruck. The section and line reference is shown thus:

SECTION 101, DELETE LINES 267 THROUGH 288.

STANDARD SPECIFICATIONS REVISION TIPS

If making a revision which inserts new copy after an existing paragraph, identify the space after the paragraph as the line to begin after.
STANDARD SPECIFICATIONS REVISION TIPS

Place distinct revisions within a section in line-numerical order.
SECTION 101, LINE 13, INSERT AS FOLLOWS:
SECTION 101, BEGIN LINE 176, DELETE AS FOLLOWS:
SECTION 101, AFTER LINE 1083, DELETE AND INSERT AS FOLLOWS:

STANDARD SPECIFICATIONS REVISION TIPS

- More than one section may be revised in a single special provision. Place revised distinct-section portions in section-numerical order.

SECTION 205, DELETE LINES 52 THROUGH 86.
SECTION 404, AFTER LINE 1633, INSERT AS FOLLOWS:
SECTION 609, BEGIN LINE 990, DELETE AND INSERT AS FOLLOWS:
UNDERGROUND-STORAGE-TANK TREATMENT

The Standard Specifications are revised as follows:

SINGLE LINE, DELETION ONLY:
SECTION 202, LINE 359, DELETE AS FOLLOWS:
(j) remove all liquids and sludges from tanks;

SINGLE LINE, INSERTION ONLY:
SECTION 202, LINE 359, INSERT AS FOLLOWS:
(j) remove all liquids, solid objects, and sludges from tanks;

SINGLE LINE, DELETION AND INSERTION:
SECTION 202, LINE 359, DELETE AND INSERT AS FOLLOWS:
(j) remove all liquids and sludges, solid objects from tanks before removing the tanks;

TREATING EXISTING PAVEMENTS

The Standard Specifications are revised as follows:

MULTIPLE LINES WITHIN PARAGRAPH, DELETIONS ONLY:
SECTION 402, BEGIN LINE 125, DELETE AS FOLLOWS:
The binder low-temperature classification for mixtures containing greater than 15.0% and up to 25% RAP shall be -28 deg C, and the binder high-temperature classification may be reduced by 6 deg C. Recycled materials may be used in all mixtures except type C and D surface mixtures.

MULTIPLE LINES WITHIN PARAGRAPH, INSERTIONS ONLY:
SECTION 506, BEGIN LINE 244, INSERT AS FOLLOWS:
Existing joint openings within the patch shall be maintained for the full depth of the patch by means of preformed joint fillers, silicone supports, or forms. The concrete shall be placed so as not to disturb the joint openings. After the patch has cured, these joints shall be sawed, routed, and sealed in accordance with 503.
MULTIPLE LINES WITHIN PARAGRAPH, DELETIONS AND INSERTIONS:
SECTION 703, BEGIN LINE 107, DELETE AND INSERT AS FOLLOWS:
held firmly in place by attachment to vertical reinforcement. The spirals shall be held true to line by means of vertical spacers. Anchorage for spiral reinforcement shall be provided with $\frac{3}{4}$ extra turns of the spiral rod or wire at each end of the spiral. Spirals shall be spliced only where vertical reinforcement is not spliced. Splices

MULTIPLE LINES AT START OF PARAGRAPH, DELETIONS AND INSERTIONS:
SECTION 802, AFTER LINE 69, DELETE AND INSERT AS FOLLOWS:
802.06 Placing Foundation Concrete.
Placing foundation concrete shall be in accordance with 702, except that foundations incorporated into sections of concrete barrier retaining-wall copings shall receive a finish in accordance with 702.21. Exposed concrete shall have a smooth finish and beveled edges and the depiction of a person riding a bicycle as shown on the plans.

INDOT STANDARD DOCUMENTS
ON THE INTERNET

Standard Specifications


Click on year of Standard Specifications book desired. Its range of effective-for-letting dates is shown below the year.
INDOT STANDARD DOCUMENTS ON THE INTERNET

Recurring Special Provisions

www.in.gov/dot/div/contracts/standards/rsp/index.html

Click on date of edition desired.

---

INDOT STANDARD DOCUMENTS ON THE INTERNET

English- or Metric-Units Standard Drawings

www.in.gov/dot/div/contracts/standards/drawings/index.html

Click on effective date desired.

Choices offered: English or Metric Units Complete Set Index Revised and New Drawings
THAT’S IT!!

That’s enough, right?

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QUESTIONS

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Future Changes
What Changes are Coming?

Revised IDM Chapter 19

- Effective XXXXXX?
- Updated INDOT Org. information
- Clarifies types of Special Provisions
- Defines use of each type SP
- Revised “How To” instructions

What Changes are Coming?

A Combined Menu and USP Summary

- Sections I, II and III
  - I - Standard RSPs
  - II - Contract-Specific RSPs
  - III - USPs
- All on 1 spreadsheet!
What Changes are Coming?

Long Term Goals

- Improve the BFU
- Automatic RSP/RPD dependencies
- Item codes in the specifications
- Reduce the number of RSPs
- Automate Item / SP cross reference

The audience shall ask questions now.

Road School
March 10, 2009