



## Working With and Writing Special Provisions

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### 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

### **105.04 Coordination of Plans, Standard Specifications, Supplemental Specifications, and Special Provisions**

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



## When is a Special Provision Used?

### Unique Special Provisions

- Due to
  - Conditions peculiar to a project
  - and*
  - 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 1 lists Standard Recurring Special Provisions and Recurring Plan Details, adopted or revised dates, effective Ready-for-Letting dates, and their bases for use.*



## *SPECIAL-PROVISIONS MENU*

- *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.***



Place In Contract (X)	Attach. Req'd. (X)	RSP Number	Title	Adopted (A) or Revised (R) Date	Letting Effective Date	Basis for Use
Contract _____ District _____ NOTE: This Menu is divided into two sections: <b>SECTION I - Standard Recurring Special Provisions and Recurring Plan Details</b> and <b>SECTION II - Contract Specific Recurring Special Provisions.</b> Please review both sections to locate and ensure the correct items are placed in the contract.						
<b>SECTION I: Standard Recurring Special Provisions and Recurring Plan Details</b>						
		<a href="#">100-C-146</a>	Payment of Predetermined Minimum Wage (Davis-Bacon) IN 080001	R 02-08-08	04-02-08	Required for all projects in Lake, LaPorte, Porter and St. Joseph counties except building construction. Do not use with mowing, herbicide, sweeping, & light bulb replacement.
		<a href="#">100-C-147</a>	Payment of Predetermined Minimum Wage (Davis-Bacon) IN 080006	R 02-08-08	04-02-08	Required for all projects in counties other than Lake, LaPorte, Porter and St. Joseph except building construction. Do not use with mowing, herbicide, sweeping, & light bulb replacement.
		<a href="#">100-C-151a</a>	FHWA 1273	R 03-10-94	09-01-07	Required for all Federal aid contracts.
		<a href="#">100-C-151b</a>	Disadvantaged Business Enterprise Procedure and Good Faith Efforts	R 04-09-07	09-01-07	Required for all federal aid contracts with DBE goal.
		<a href="#">100-C-151c</a>	DBE Record Keeping and Timely Pay	R 09-01-05	09-01-07	Required for all federal aid contracts without DBE goal.
		<a href="#">100-C-151d</a>	Executive Order 11246	R 03-09-06	09-01-07	Required for all federal aid contracts.
		<a href="#">100-C-151e</a>	Title VI Assurances	A 05-01-08	08-01-08	Required for all federal aid contracts.
		<a href="#">100-C-166</a>	As-Built Traffic Signal Plans	R 08-15-07	10-01-07	Required for all contracts with permanent traffic signal installations.
X		<a href="#">100-C-188</a>	2008 Standard Specifications	R 04-18-07	09-01-07	Required for all contracts.
		<a href="#">100-C-203</a>	Indiana Department of Administration M/WBE Participation Policy for Construction Projects	R 06-18-07	09-01-07	Required on 100% state funded contracts \$200,000 and over with MBE/WBE goals greater than 0%.
		<a href="#">100-C-203</a>	Indiana Department of Administration M/WBE Participation Policy for Construction Projects	R 12-23-08	03-01-09	Required on 100% state funded contracts \$200,000 and over with MBE/WBE goals greater than 0%.

Contract \_\_\_\_\_

District \_\_\_\_\_

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<b>SECTION II: Contract Specific Recurring Special Provisions</b>						
	X	<a href="#">100-C-148</a>	Payment of Predetermined Minimum Wage (Davis-Bacon)	A 10-26-06	09-01-07	Required for all building construction projects as determined by Contract Administration.
	X	<a href="#">101-B-042</a>	Structure Numbers for Pay Items	R 09-01-05	09-01-07	Required for more than one bridge file number in contract, and lump sum pay items shown to be required for each such bridge file.
	X	<a href="#">102-C-082</a>	Schedule of Pay Items for Alternate Bids	R 09-01-05	09-01-07	Required for pay items in contract which require alternate bids.
	X	<a href="#">103-C-036</a>	Owners' and Contractors' Protective Liability Insurance Coverage for Operations of the Designated Contractor	R 03-09-06	09-01-07	Required for all federal aid local public agency contracts.
	X	<a href="#">104-C-112</a>	Traffic Control Changes and On-Call Maintenance of Traffic Control Devices	R 09-01-05	09-01-07	Required for all traffic being maintained on present roadway with no watchman required.
	X	<a href="#">104-R-168</a>	Schedule of Operations and Traffic Control for Undersealing, Concrete Patching, Placing Underdrains, and Resurfacing	R 09-01-05	09-01-07	Required for all pavement undersealing, patching, shoulder drain placement, and resurfacing specified.
	X	<a href="#">105-C-164</a>	Cellular Telephones/Radios	A 01-30-06	09-01-07	As determined necessary by District Construction.
X	X	<a href="#">107-R-169</a>	Statements About Existing Conditions of Utilities, Additional Right-of-Way, and Encroachments	R 02-18-08	05-01-08	Required for all contracts let on or after May 1, 2008.
	X	<a href="#">108-C-043</a>	Incentive for Opening Project to Traffic Ahead of Schedule	R 09-01-05	09-01-07	As determined necessary by department personnel who set contract time.
	X	<a href="#">108-C-090</a>	Latest Date to Begin Work	R 09-01-05	09-01-07	Delayed start of work desired.
	X	<a href="#">108-C-091</a>	Failure to Complete on Time for Restriction One Structure	R 08-21-06	09-01-07	Required for lane restrictions on one lane, phase, or direction.

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

1. **SECTION-I RSP OR RDP WITHOUT MODIFICATION**
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Contract		R-31009		NOTE: This Menu is divided into two sections: SECTION I - Standard Recurring Special Provisions and Recurring Plan Details and SECTION II - Contract Specific Recurring Special Provisions. Please review both sections to locate and ensure the correct items are placed in the contract.			
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<b>SECTION I: Standard Recurring Special Provisions and Recurring Plan Details</b>							
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		108-C-210	Determination and Extension of Contract Time	A 07-19-07	09-01-07	Required for all contracts.	
		109-C-213	Contract Liens	A 07-27-07	09-19-07	Required for all contracts with lettings on or after September 19, 2007.	
		109-C-218	Payment for Extra Work	A 03-20-08	07-01-08	Required for all contracts let on or after July 1, 2008.	
X		801-R-542	Worksite Added Penalty Signs	R 06-25-07	09-01-07	Required for all contracts with an 801 pay item let on or after September 1, 2007.	
X		801-R-542a	Worksite Added Penalty Sign 78 x 42	R 07-26-07	09-01-07	Use in conjunction with RSP 801-R-542.	
X		801-R-543a	Worksite Added Penalty Sign 60 x 36	R 07-26-07	09-01-07	Use in conjunction with RSP 801-R-542.	
X		801-R-544a	Worksite Added Penalty Sign 48 x 48	R 07-26-07	09-01-07	Use in conjunction with RSP 801-R-542.	
X		801-T-150a	Traffic Control Device Report	A 09-01-05	09-01-07	Required for all contracts.	
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## *Special-Provision Menu Submittal*

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



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X	X	<a href="#">108-C-090</a>	Latest Date to Begin Work	R 09-01-05	09-01-07	Delayed start of work desired.

### *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**

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### *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, 2005 thru August 31, 2006 - Updated 7/18/05](#)  
(Supersedes old September 2005 Edition)  
Effective for Lettings on or after September 1, 2005
- [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)



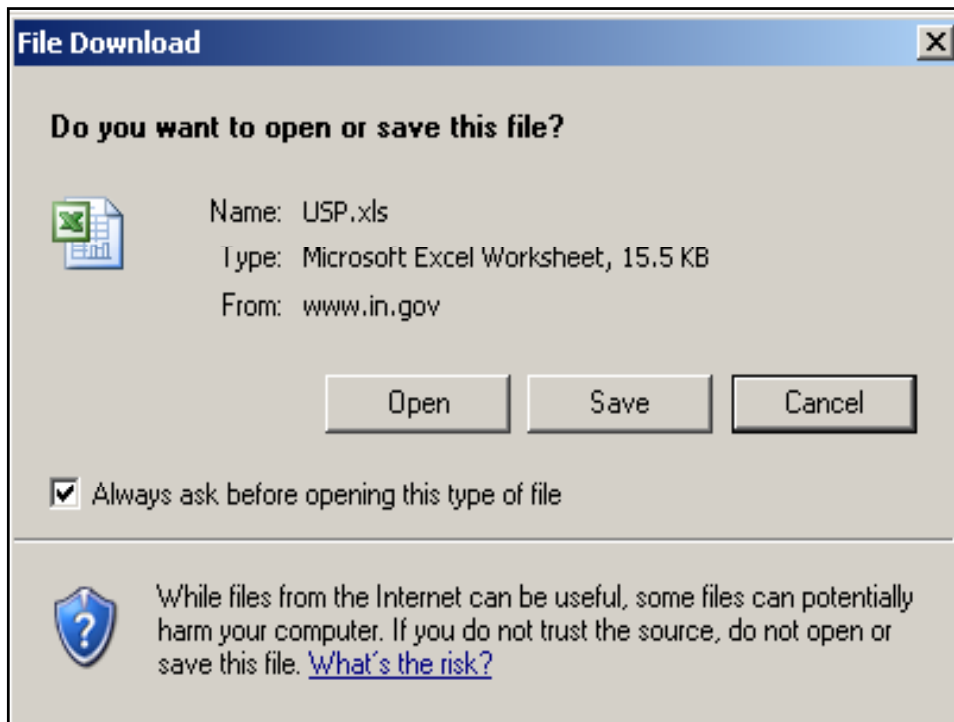
## Recurring Special Provisions & Plan Details

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 [2008 Standard Specifications](#).

Recurring Special Provisions	
<ul style="list-style-type: none"> <li>▪ <a href="#">How to use</a> (.pdf format)</li> <li>▪ <a href="#">Menu and Basis for Use</a> (.xls format)</li> </ul>	
<a href="#">Section 100</a>	General Provisions
<a href="#">Section 200</a>	Earthwork
<a href="#">Section 300</a>	Bases
<a href="#">Section 400</a>	Bituminous Pavements
<a href="#">Section 500</a>	Rigid Pavements
<a href="#">Section 600</a>	Incidental Construction
<a href="#">Section 700</a>	Structures
<a href="#">Section 800</a>	Traffic Control Devices and Lighting
<a href="#">Section 900</a>	Materials Details

- [Link to the Unique Special Provisions](#)
- [Old or Archived Recurring Special Provisions](#)



		Contract No: R-31009
		District: Crawfordsville
Standard Specifications Section ▼	Unique Special Provision Title	Document Filename
211	BACKFILLING BEHIND SOIL-NAILED WALL	0499540 USP 211
402	TEPID-MIX ASPHALT, TPA	0499540 USP 402
604	COLORED-CONCRETE SIDEWALK CURB RAMPS	0499540 USP 604
707	PRESTRESSED-CONCRETE W-BEAMS	0499540 USP 707
805	WROUGHT-IRON TRAFFIC-SIGNAL POLES	0499540 USP 805

# **COMPLETING A CONTRACT SPECIFIC RECURRING SPECIAL PROVISION**

*e.g., 108-C-043*



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**Indiana Department of Transportation**

## 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 [2008 Standard Specifications](#).

Recurring Special Provisions	
<ul style="list-style-type: none"> <li>▪ <a href="#">How to use</a> (.pdf format)</li> <li>▪ <a href="#">Menu and Basis for Use</a> (.xls format)</li> </ul>	
<a href="#">Section 100</a>	General Provisions
<a href="#">Section 200</a>	Earthwork
<a href="#">Section 300</a>	Bases
<a href="#">Section 400</a>	Bituminous Pavements
<a href="#">Section 500</a>	Rigid Pavements
<a href="#">Section 600</a>	Incidental Construction
<a href="#">Section 700</a>	Structures
<a href="#">Section 800</a>	Traffic Control Devices and Lighting
<a href="#">Section 900</a>	Materials Details

<a href="#">104-C-114</a>	Traffic Control Devices ( <i>editable MS Word</i> )	09/01/05	09/01/07
<a href="#">104-C-139</a>	Geotechnical Evaluation Report	05/22/08	07/01/08
<a href="#">104-R-168</a>	Schedule of Operations and Traffic Control for Undersealing, Concrete Patching, Placing Underdrains and Resurfacing ( <i>editable MS Word</i> )	09/01/05	09/01/07
<a href="#">105-C-164</a>	Cellular Telephones/Radios ( <i>editable MS Word</i> )	01/30/06	09/01/07
<a href="#">107-B-040</a>	Environmental Restrictions	04/01/08	07/01/08
<a href="#">107-C-029</a>	Equal Employment Opportunity Trainee Program	03/20/08	09/01/07
<a href="#">107-C-208</a>	Use of Cones in Lieu of Drums	03/30/07	09/01/07
<a href="#">107-C-220</a>	Worker Safety	11/20/08	02/01/09
<a href="#">107-R-169</a>	Statements About Existing Conditions of Utilities, Additional Right-of-Way, and Encroachments ( <i>editable MS Word</i> )	02/18/08	05/01/08
<a href="#">108-C-043</a>	Incentive For Opening Project To Traffic Ahead of	09/01/05	09/01/07
<a href="#">108-C-089</a>	of Prime Contractor	09/01/05	09/01/07
<a href="#">108-C-090</a>	( <i>editable MS Word</i> )	09/01/05	09/01/07
<a href="#">108-C-091</a>	for Restriction - One	08/21/06	09/01/07
<a href="#">108-C-092</a>	for Restrictions - 2 or More	08/21/06	09/01/07
<a href="#">108-C-093</a>	for Road Closure ( <i>editable MS Word</i> )	08/21/06	09/01/07
<a href="#">108-C-094</a>	for Intermediate Completion	09/01/05	09/01/07
<a href="#">108-C-095</a>	for Calendar Completion	09/01/05	09/01/07
<a href="#">108-C-127</a>	( <i>editable MS Word</i> )	09/01/05	09/01/07
<a href="#">108-C-192</a>	Temporary Erosion Control Measures	03/20/08	09/01/07
<a href="#">108-C-202</a>	Working Restrictions Memorial Day, July Fourth, Labor Day - Ft. Wayne District	02/07/07	09/01/07
<a href="#">108-C-209</a>	Reporting Subcontract Payments	07/11/07	09/01/07
<a href="#">108-C-210</a>	Determination and Extension of Contract Time	07/19/07	09/01/07
<a href="#">108-L-001</a>	Notice to Proceed With Demolition Work	09/01/05	09/01/07
<a href="#">108-L-012</a>	Specialty Pay Items	09/01/05	09/01/07
<a href="#">108-R-148</a>	Construction Equipment in Park Areas	09/01/05	09/01/07

<a href="#">104-C-139</a>	Geotechnical Evaluation Report	05/22/08	07/01/08
<a href="#">104-R-168</a>	Schedule of Operations and Traffic Control for	09/01/07	
<a href="#">105-C-164</a>	Cellular Telephones/Radios ( <i>editable MS Word</i> )		
<a href="#">107-B-040</a>	Environmental Restrictions		
<a href="#">107-C-029</a>	Equal Employment Opportunity Trainee Program		
<a href="#">107-C-208</a>	Use of Cones in Lieu of Drums		
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<a href="#">108-C-094</a>	for Intermediate Completion		
<a href="#">108-C-095</a>	for Calendar Completion		
<a href="#">108-C-127</a>	( <i>editable MS Word</i> )	09/01/05	09/01/07
<a href="#">108-C-192</a>	Temporary Erosion Control Measures	03/20/08	09/01/07

File Download

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49-9-01	Rev98-3	37-3-02	83-4-0	Ch
ASCE mins	Sec51-7	40-6-01	701-OC15	Ch
CbShldHyd	03TAtoDM	40-6-7	706mmbp	Ch
Ch19	04Intern	40-8-01	707BPBF03	Ch
Ch49Met05	04TAtoDM	40-8-01a	707vent	Ch
CPGch6	05-2-02	49-4-01	715BKFLe	Ch
CSB0408	05TAtoDM	49-5-01	715BKFLm	Ch
Fig 49-9A	06-3-6	49-5-02	716YBelew	Ch
Rev00-7	06Org	49-5-02MS	718UNDR07	Ch
Rev01-6	06TAtoDM	49-5-02W	724-B-145	Ch
Rev02-9	07LRFDbal	55-5-03	BM-BRT	Ch
Rev03-6	07TAtoDM	60-3-06	BRRWnotes	Ch
Rev04-9	08LRFDbal	61-4-04	CantlSig	Ch
Rev05-5	08TAtoDM	67-1-03	Ch01new	Ch
Rev06-7	32-3-02	82-4-04	Ch01Outl	Ch

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- 108-C-043 INCENTIVE FOR OPENING PROJECT TO TRAFFIC AHEAD OF SCHEDULE

(Revised 09-01-05)

The Standard Specifications are revised as follows:

SECTION 108, AFTER LINE 417, INSERT AS FOLLOWS:

→ (a) Blank

→ (b) Blank

→ (c) Incentive Date

The incentive date is       , 20      . In order to induce the Contractor to expedite the work as much as possible, an additional lump sum payment of \$       will be paid, as an incentive amount for each calendar day that        is open to unrestricted traffic. A limit of        calendar days or \$       total will be the maximum incentive.

If        is not open to unrestricted traffic on or before the incentive date, \$       will be charged as liquidated damages, not as a penalty but as damages sustained, for each calendar day after the incentive date until        is open to unrestricted traffic.

Open to unrestricted traffic shall be as defined in 101.33.

An earlier incentive date will not be considered. The requirements of 108.08 will not apply.

The incentive date will not be adjusted for delays in award due to the Contractor's efforts toward conformance with the requirements of the special provisions for the Disadvantaged Business Enterprise Program/Instruction to Bidders, delays caused by the Contractor in the issuance of the notice to proceed, or delays caused due to adjustments in quantities except as defined below.

The incentive date will be adjusted due to delays caused by the Department in issuance of the notice to proceed in accordance with 108.08, if such delays affect the controlling operation of the incentive/disincentive operations.

The incentive date will be adjusted if the work is materially changed in accordance with 104.02.



## MENU TIPS

- 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



**Writing a Contract-Worthy  
Unique Special Provision**

*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***



**Code Blue®  
CB I-S PRODUCT SPECIFICATION**

**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.



**UNIQUE SPECIAL PROVISIONS SUMMARY SHEET**

Standard Specifications Section	Unique Special Provision Title	Document Filename
203	Location of Borrow Sites	203.doc
506	Revised Dowel Bar Specifications	506.doc
702	High Performance Concrete	702.doc



# ***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.



■ ***WHICH SENTENCE WOULD YOU RATHER WRITE ?***

■ ***WHICH SENTENCE WOULD YOU RATHER READ ?***



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 SHT 1 OF 1

**SHEETS 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***



### *PLANS-SHEET NOTE*

- ***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)***



### *PLANS-SHEET NOTE*

- ***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 ?***



## ***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 ft<sup>2</sup> (4 m<sup>2</sup>) 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 m<sup>2</sup>)  
20 cu yd (15 m<sup>3</sup>) 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 SUPERSCRIPIT METRIC-SYMBOL CHARACTERS IN ACCORDANCE WITH SI:**

***Mg kL mm<sup>2</sup> m<sup>3</sup>***



## ***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<sup>2</sup> m<sup>3</sup>***



## ***PARENTHESES***

**USE FOR METRIC MEASURE  
FOLLOWING ENGLISH MEASURE:**

***1.5 ft (5 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"***



***CAPITALIZATION***

**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:

$$Q = a [1 - (b + c)]$$



***NOT USED***

***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"***



***NOT USED***

***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  
any and all***

***as shown on the  
plans***

***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**

<b>USE....</b>	<b>INSTEAD OF....</b>
<i>broken line</i>	<i>skip line</i>
<i>calendar day</i>	<i>day</i>
<i>Contract Information book (if intending such)</i>	<i>Contract Information Book, proposal, Proposal, proposal book, Proposal book, or Proposal Book</i>
<i>contract unit price</i>	<i>contract unit price bid</i>



**PHRASEOLOGY**

<b>USE....</b>	<b>INSTEAD OF....</b>
<i>Department</i>	<i>Indiana Department of Transportation INDOT</i>
<i>each</i>	<i>each and every</i>
<i>ensure</i>	<i>assure insure</i>
<i>guardrail</i>	<i>guard rail</i>
<i>If</i>	<i>In the event that</i>



**PHRASEOLOGY**

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

*in accordance with*    *as per*  
   *in conformance with*  
   *per*

*it [Contractor]*              *he*

*its [Contractor's]*        *his*

*milling*                      *scarifying*  
*surface milling*



**PHRASEOLOGY**

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

*or*                              *and / or*

*pay item*                      *bid item*  
   *item*  
   *line item*

*project limits*              *contract limits*

*Proposal book*              *Contract Information book,*  
*(if intending such)*        *proposal, Proposal, or*  
   *Proposal Book*





***PHRASEOLOGY***

**USE....**

**INSTEAD OF....**

***Schedule of Pay  
Items***

***Itemized Proposal,  
Proposal***

***shall or will***

***is to,  
must,  
should***

***shall be in  
accordance with***

***shall conform to***



***PHRASEOLOGY***

**USE....**

**INSTEAD OF....**

***State***

***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~~ *horizontal inserts*. Anchorage for spiral reinforcement shall be provided with ~~1 1/2~~ 3 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***

***[www.in.gov/dot/div/contracts/standards/book/index.html](http://www.in.gov/dot/div/contracts/standards/book/index.html)***

***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](http://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](http://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 ?*

????????????????

**QUESTIONS**

????????????????



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

