



Construction Specifications 101

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Construction Specifications Engineer

March 08, 2016

Where do we start?

SO.....

The first thing to do is.....

Ask.....



Questions to ask concerning Unique Special Provisions

1. Is it covered by the Standard Specifications?
If so, do you still need the USP?
2. Does it conflict with the current Standard Specifications?
The USP should compliment, not conflict, with the Standard Specs.
3. Do we have an existing special provision, recurring or unique, that addresses the same matter? Can you use that instead?
4. Does it define a unique pay item? (*more on this in a few minutes*)
If so, make sure the 5 basics (the **Big 5**) are covered.
 - **Description**
 - **Materials**
 - **Construction Requirements**
 - **Method of Measurement**
 - **Basis of Payment**

Only items listed in the Standard Specifications are **Standard Pay Items**.



Questions to ask concerning Unique Special Provisions

5. Does it specify a proprietary item or process?
If so, is it necessary?
If so, make sure a **Justification For Use Of Proprietary Material** form has been completed and approved. (see IDM Chapter 17)

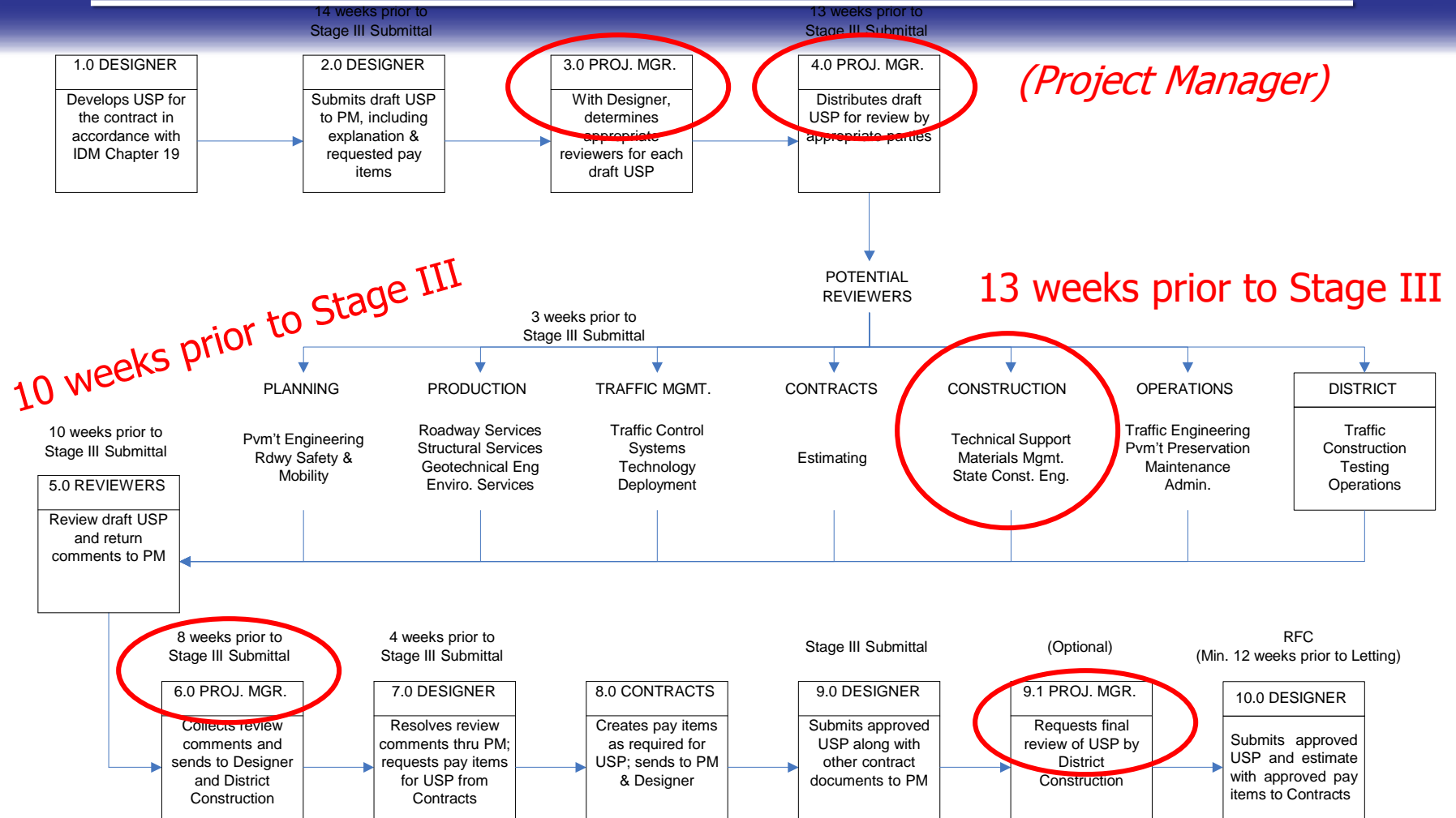
6. Do we have access to cited standards? (ASTM, AASHTO, LPA standards)
If not, can the cited standard be revised to one we do have access to?
If not, the standard must be included in the unique.

7. Does it involve Department testing?
If so, have you checked with our folks at Materials and Testing?
(they may have something to say about it)
If not the Department, who does the testing?

8. Has it been reviewed by:



REVIEW OF UNIQUE SPECIAL PROVISIONS



UNIQUE SPECIAL PROVISION PROCESS

Figure 19-3D



Two (*not so*) **Hidden Truths** about Specifications and Special Provisions:

➤ **Nobody likes to write them**

➤ **Nobody likes to read them!**

Well,almost nobody.....



The types of Unique Special Provisions

Restrictive Type USP

STOCKPILED BORROW MATERIAL FOR PROJECT

The Department has stockpiled sufficient borrow material for use in the project in the southwest quadrant of the I-465 interchange with I-70 on the eastside of Indianapolis.

All borrow required for the project shall be taken from this stockpile.

EXPLANATION

1. Provision title is centered and is Courier New font, 10-pt. pitch, all capitals.
2. There are no referenced *Standard Specifications* sections and line numbers.
3. Specification text is Courier New font, 10-pt. pitch.
5. There are no deletions or insertions.

EXAMPLE OF A RESTRICTIVE TYPE UNIQUE SPECIAL PROVISION

Figure 19-3A



The types of Unique Special Provisions

Directly Revises Standard Specs

PERMANENT BUZZ STRIPS

The Standard Specifications are revised as follows:

SECTION 801, BEGIN LINE 636, DELETE AND INSERT AS FOLLOWS:

4. ~~Temporary~~ *Permanent* Buzz Strips

~~Temporary~~*Permanent* buzz strips shall be a set of transverse markings constructed of ~~removable~~ or durable marking material. Durable marking material shall be used in accordance with 808.07(b).

SECTION 801, BEGIN LINE 1034, DELETE AND INSERT AS FOLLOWS:

~~Temporary~~*Permanent* Buzz Strips..... LFT

-
1. Title is centered – Courier New, 10 pt.
 2. Referenced Spec section and line numbers – Courier New, 10 pt.
 3. Spec text is Times New Roman, 12 pt
 4. See Chapter 19 – Figure 19-3B



Defines a unique pay item – needs the “Big 5”

TEMPORARY TRAFFIC CONTROL ROLLING SLOWDOWN

Description

This work shall consist of placing, maintaining and organizing traffic control devices for a rolling slowdown in accordance with 105.03.

Materials

Materials shall be in accordance with 801.02.

Construction Requirements

The Contractor shall submit for approval a traffic control plan detailing expected delay times, interchange ramp control, and rolling slowdown distance in accordance with Appendix D of the 2013 Interstate Highways Congestion Policy.

Three working days prior to commencing work which necessitates a rolling slowdown of traffic, written notice shall be given to the Department and the Indiana State Police that highway traffic shall be slowed temporarily at a specific location, time, and date to accomplish the specified work. Traffic shall be safely controlled during the rolling slowdown.

Method of Measurement

Temporary traffic control rolling slowdown will be measured by the number of calendar days a rolling slowdown is implemented. Each portion of a day will be measured as a whole day.

Basis of Payment

Temporary traffic control rolling slowdown will be paid for at the contract unit price per calendar day.

Payment will be made under:

Pay Item

Pay Unit Symbol

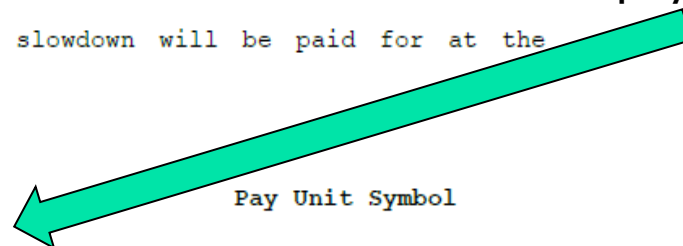
Temporary Traffic Control Rolling Slowdown.....DAY

The cost of all labor, equipment and all incidental work shall be included in the cost of the pay item.

1. Title is centered, Courier New, 10 pt.
2. No referenced spec section or line numbers.
3. Text is Courier New, 10 pt.
4. Headings are **Bold**.
5. See Figure 19-3C.

This USP does not directly revise the Standard Specs,

But it **does** define a unique pay item.



About those Pay Items.....

Only items listed in the Standard Specifications are **Standard Items**.

Each existing pay item shown in the list of pay items is identified by:

S = Standard

M = Maintenance

R = Recurring (tied to one or more **R**ecurring **S**pecial **P**rovisions)

U = Unique

This means you need a USP with the **Big 5**.

- Check the **examples** of USP's on our website to see if we already have something that you can **revise to fit** your "unique" project.
- Please also note that adding the word "*modified*" to a standard pay item does not *necessarily* make it Unique that requires the "Big 5".
- Can you use the standard spec section the way it is written and **show your "modification" on the plans**? Could you use a **Restrictive Type USP** to clarify your intentions?



About those Pay Items.....

UNDISTRIBUTED QUANTITIES

The schedule of pay items contains the following undistributed quantities in addition to known plan quantities:

303-08210	Comp Ag No. 53, Temp for Driveways	100 TON
715-05203	Pipe, Type 4, Circular, 4 in	100 LFT
715-05048	Pipe, Type 4, Circular, 6 in	100 LFT
715-05049	Pipe, Type 4, Circular, 8 in	100 LFT
715-05051	Pipe, Type 4, Circular, 10 in	100 LFT
715-05052	Pipe, Type 4, Circular, 12 in	100 LFT
715-05438	Pipe, Drain Tile Terminal Section, 4 in	10 LFT
715-05439	Pipe, Drain Tile Terminal Section, 6 in	10 LFT
715-05440	Pipe, Drain Tile Terminal Section, 8 in	10 LFT
715-05442	Pipe, Drain Tile Terminal Section, 10 in	10 LFT
715-05443	Pipe, Drain Tile Terminal Section, 12 in	10 LFT

The exact location of the undistributed quantity, if required, will be determined by the Engineer during the time of construction.

Undistributed Quantities is unacceptable as a supplemental description for your unique pay item.



About those Pay Items.....

- Changing the UNITS of a standard pay item may not be necessary. Can you use the standard pay item?
- Changing the name of a standard pay item does not make it unique. Can you use the standard pay item?

- And remember:

~~According to~~ *In accordance with* **105.04,**

Pay Items govern,

over **Special Provisions,**

over the **Plans,**

over the **Standard Specifications.**



About that CES stuff.....

- Please send an email to:

CESSUPPORT@INDOT.IN.GOV

- If you
 - need a ***new*** pay item number.
Be sure to include the **APPROVED** USP.
 - require any Group Number changes
 - have any CES questions or have any problems with CES

Or,

- If you need a **Detailed Cost Estimate** to mark up for revisions.



Revised Detailed Cost Estimate

INDIANA DEPARTMENT OF TRANSPORTATION
DETAIL COST ESTIMATE

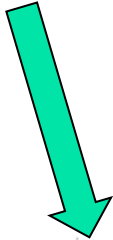
02/24/16
PAGE NO. 3

ESTIMATE NUMBER : B -29070-A PCN : 0400473 PROJECT NO. : 0400473 CONTRACT ID : B -29070-A

PCN : 0400473 BRIDGE DECK REPLACEMENT STR NO I64-36-02411, TWIN CONTINUOUS
COMPOSITE STEEL BEAM, 3 SPANS, TOTAL LENGTH 209.75 LFT

CATEGORY : 0001 BRIDGE DECK REPLACEMENT

LINE NO.	ITEM NUMBER	ITEM DESCRIPTION	ESTIMATED QUANTITY	ITEM UNIT	UNIT PRICE	AMOUNT
0072	711-96800	STUD SHEAR CONNECTORS	3,150.000	EACH		
0073	715-05149	PIPE, TYPE 2, CIRCULAR, 12 IN.	443.000	LFT		
0074	715-05407	PIPE, END BENT DRAIN, 6 IN.	166.000	LFT		
0075	720-45069	INLET, P12	1.000	EACH		
0076	720-45410	MANHOLE, C4	1.000	EACH		
0077	726-92406	BEARING ASSEMBLY ELASTOMERIC	14.000	EACH		
0078	801-03290	CONSTRUCTION SIGN, C	4.000	EACH		
0079	801-04308	ROAD CLOSURE SIGN ASSEMBLY	2.000	EACH		
0080	801-06207	TEMPORARY PAVEMENT MARKING, REMOVABLE, 4 IN.	16,696.000	LFT		
0081	801-06469	TEMPORARY PAVEMENT MARKING, REMOVABLE, 8 IN.	5,417.000	LFT		
0082	801-06640	CONSTRUCTION SIGN, A	28.000	EACH		
0083	801-06645	CONSTRUCTION SIGN, B	3.000	EACH		
0084	801-06710	FLASHING ARROW SIGN	360.000	DAY		
0085	801-06775	MAINTAINING TRAFFIC	1.000	LUMP		
0086	801-07024	ENERGY ABSORBING TERMINAL, C2, TL-3	2.000	EACH		
0087	801-07118	BARRICADE, III-A	96.000	LFT		
0088	801-07119	BARRICADE, III-B	96.000	LFT		
0089	801-08400	TEMPORARY TRAFFIC BARRIER, TYPE 1	3,420.000	LFT		
0090	801-52817	TEMPORARY CROSSOVER, B	1.000	EACH		
0091	808-06701	LINE, THERMOPLASTIC, BROKEN, WHITE, 4 IN.	1,149.000	LFT		
0092	808-06703	LINE, THERMOPLASTIC, SOLID, WHITE, 4 IN.	360.000	LFT		
0093	808-06716	LINE, REMOVE	11,838.000	LFT		
0094	808-10031	LINE, MULTI-COMPONENT, BROKEN, WHITE, 4 IN.	97.000	LFT		
0095	808-10033	LINE, MULTI-COMPONENT, SOLID, WHITE, 4 IN.	289.000	LFT		
0096	808-10034	LINE, MULTI-COMPONENT, SOLID, YELLOW, 4 IN.	289.000	LFT		
0097	808-75245	LINE, THERMOPLASTIC, SOLID, YELLOW, 4 IN.	3,443.000	LFT		
0098	808-75996	SNOWPLOWABLE RAISED PAVEMENT MARKER, REMOVE	47.000	EACH		
0099	808-75998	SNOWPLOWABLE RAISED PAVEMENT MARKER	47.000	EACH		



Confidential

CATEGORY TOTAL

PROJECT TOTAL

Confidential

ADD 808-06702	LINE, THERMOPLASTIC, BROKEN, WHITE, 5 IN	1149	LFT	#	\$	\$
808-10054	LINE, MULTI-COMPONENT, BROKEN, WHITE, 5 IN	97	LFT	#	\$	\$

Unit Price

Amount



As for any CIB Revisions.....

09-01-15

107-R-169 STATEMENTS ABOUT EXISTING CONDITIONS OF UTILITIES, ADDITIONAL
RIGHT-OF-WAY, AND ENCROACHMENTS

(Revised 06-08-15)

The Standard Specifications are revised as follows:

SECTION 107, AFTER LINE 764, INSERT AS FOLLOWS:

107.26 Existing Conditions of Utilities, Additional Right-of-Way, and Encroachments

Such existing conditions are as described below.

(a) Utilities

The status of all utility companies and organizations potentially involved with the work to be performed are described below as known at the time this contract was prepared. The active engagement of the Utility Coordinator does not minimize nor negate the responsibility of the Contractor to perform duties per the Standard Specifications. ~~The contractor shall copy the PE/PS and the Utility Coordinator on all correspondence with utilities.~~

The facilities of Eastern Heights Utilities exist within the project limits. An existing 4" PVC water distribution line and a ¾" service line exists in the project area. The waterline will be relocated from Station 676+00 to Station 683+75. The existing water line will be abandoned in place. A new ¾" service line will be installed from Station 681+40, 97' LT to Station 681+40, 40' RT. ~~It is anticipated that the utility will adjust its facilities for construction within 120 days after a notice to proceed is issued to relocate. A Notice to Proceed will be issued after a contractor is chosen by the utility to relocate their facilities. It is anticipated that the utility will adjust its facilities for construction before May 31, 2016. If questions arise, Kenny McIntosh of the utility may be contacted at 812-384-8261. The utility is reimbursable for the relocation. A workplan was executed on 8/24/2015. An agreement was signed on 10/22/2015.~~

The facilities of Smithville Communications exist within the project limits. Their facilities have been adjusted to accommodate construction. A retired-in-place 75 pair copper cable exists left of SR 445 Line "A" and an active 12 & 300 pair copper cable with a 3 pair service drop exists right of SR 445 Line "A". A new 300 pair copper cable was installed to the right of SR 445 Line "A". New pedestals were placed outside of the construction limits. Smithville coordinated with Zayo and Comcast to relocate their facilities alongside theirs with this project. If questions arise, Joe Bruniarzki of the utility may be contacted at 812-933-2262. A workplan was executed on 6/9/2015. The notice to proceed to relocate was issued on 6/5/2015.

The facilities of Comcast exist within the project limits. Their facilities have been adjusted to accommodate construction. A new cable was bored along the right of SR 445 Line "A". If questions arise, Scott Templeton of the utility may be contacted at 812-822-3262. A workplan was executed on 6/9/2015. The notice to proceed to relocate was issued on 6/5/2015.

The facilities of Zayo exist within the project limits. Their facilities have been adjusted to accommodate construction. The utility bored a 144 fiber optic cable along the

Deletions highlighted in red.

Additions highlighted in yellow.

Please,

Only send the pages being revised,

NOT the entire CIB.

(please?)



About those Pay Items.....

The Contractor shall dispose of water removed by dewatering in a manner that avoids endangering public health, property, and portions of work under construction or completed. Disposal of water shall not inconvenience others. Sumps, sedimentation tanks, flow-control devices, and temporary sediment and erosion control shall be provided in accordance with 205 and as required by authorities having jurisdiction. Sediment in filter bags shall be removed once it has accumulated to the design volume and be disposed of in accordance with 202.

Method of Measurement

Dewatering will not be measured, regardless of how many times the system is moved, replaced or relocated. Sediment filter bags will not be measured regardless of the number of times a day a filter bag may become filled and replaced.

Basis of Payment

The cost of dewatering shall be included in the cost of other items.

The cost of the pump, materials, installation, inspection, maintenance, sediment filter bags, secondary containment filter sock, material to

- By the way.....

Dewatering is INCIDENTAL to,

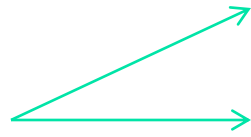
206, 702, 715, 716, 720, and 734 Standard Pay Items .



Just because it *LOOKS* okay...

Did *anyone* proof-read this?

Please be specific!



So....what does "incidental" mean to you?

(By the way, this work is "incidental" to a standard 805 pay item)



SIGNAL INSTALLATION **INCIDENTAL** CONSTRUCTION

Description

This work shall consist of repairing all lawns, landscaping, sidewalk, curbing and pavement that is damaged, and not designated for removal or replacement in the plans, due to the installation of conduit or handholes.

Materials

All materials shall be in accordance with applicable sections of the INDOT Standard Specifications.

Construction Requirements

All construction shall be in accordance with applicable sections of the INDOT Standard Specifications and Standard Drawings.

The Contractor shall mark any items that will be disturbed prior to performing the work causing the disturbance. The Engineer shall approve all disturbances prior to the Contractor proceeding.

All items disturbed shall be replaced in-kind. Under no circumstances shall additional sidewalk, pavement or curbs, when compared to existing, be constructed as part of the work performed under this contract.

Method of Measurement

This work will not be measured for payment.

Basis of Payment

Payment will be made under:

Pay Item	Pay Unit Symbol
Conduit, Steel, Galvanized, 2"LFT

The cost of sawcutting, excavation, backfill, seeding, bedding, mulching material, concrete, asphalt and any other incidental item required to repair lawns, landscaping, sidewalks, curbs and streets damaged, in order to install traffic signal conduit or traffic signal handholes, shall be included in the cost of Conduit, Steel, Galvanized, 2 in

The cost of sawcutting, excavation, backfill, seeding, bedding, mulching material, concrete, asphalt and any other incidental item required to repair lawns, landscaping, sidewalks, curbs and streets damaged, for the Contractor's convenience, shall be paid for by the Contractor at no additional cost to the Owner.

Who are we writing these for?

- The Contractor
 - to bid the work
 - to perform the work
- Department personnel involved with the contract
 - to enforce those standards.

And since we are writing these special provisions for the contract.....

Get to the point
and **keep it simple.**



Please note:

The Department, as illustrated in the Standard Specifications, is striving towards the use of performance based language, not directive.

Phraseology and terminology used in a Unique Special Provision should **be consistent** with that used in the *Standard Specifications*.

Please keep in mind that there are **no metric** equivalents shown in the 2016 Standard Specifications, so please do not show them in your provision.



Please note:

When referencing a Standard Specifications section, do not say, Section 605. Use **shall be in accordance with 605**.

With that in mind, do not say per, shall conform to, shall comply with, but say **shall be in accordance with_____**.

Other terms to ***avoid*** include:

➤ and/or. Use either **and** alone, or **or** alone. Choose the one most appropriate for your unique situation. (if in doubt, use **or**)

➤ as per. Instead, use **as stated**,
as shown,
in accordance with.



More terms to *avoid*:

- as shown in the plans, as detailed on the plans, as indicated in the plans, as shown on the standard drawings. Instead, say

as shown on the plans.

- at the Contractor's expense. Instead, use

_____ shall be included in the cost of _____,

.....at no additional cost....., or

with no additional payment.

And, (parenthetically speaking), do not use parentheses, use a comma, or two.



Please be Specologically correct:

- INDOT. Instead, use
the Department.
- or approved equal. Do not use this phrase, but define the equal,
or say **as approved.**
- must, should, or is to. Use
shall, or **will.**

Remember: the Engineer **will**
the Contractor **shall.**



Proper spec language:

- permit or permitted,
unless you are actually going to require them to obtain a permit.

Use **allow**, or **allowed**.

- Do not use " for inches.

Use **in.**

- Do not use ' for feet or foot.

Use **ft** (*no period after ft*)

- For measurements, instead of using 9" x 9", write

9 in. by 9 in.

do the same for **ft**



Please *ALSO* note:

- For numbers, use **9** for dimensions, and **nine** for quantities, and by all means – do **NOT** say nine (9). That is not necessary.
- Also, numbers **nine** or less are spelled out, numbers **10** or above are written numerically.
- And please, don't ever, I mean **never**, use "i.e." or "etc."
(*Seriously. Don't try it. I know people!*)
- If at all possible ---> avoid using any "**-ly**" words.
 Seriously.
 Absolutely.
 Usually.



Do you *really* need to say it at all?

12. Workers shall a placement. For the bottom of the Apparent defec concrete into an
 13. Following strik level, utilizing approved by the assuring pavem sufficient comp enough to seal
 14. Hand tampers s immediately ad repair, no furth immediately cu
 15. The pervious co
- So, when visiting a site,
Please watch your step.



The importance of Proofreading.....

Method of Measurement

The accepted quantities of sewer pipe installed will be measured ~~by the linear foot, complete in place of the type of pipe installed~~ in accordance with 715.13.

All lateral connections made to the sewer main including the tapping into or cutting into the main, the removal of the existing sewer main, all by pass pumping, or other means of sewer collection, flexible couplings, manufactured Sanitary Tee-Wyes, Wye tapping saddles, and larger main size connection pipe for cut ins will not be measured for payment.

Cleanouts and all required cleanout materials, including the sanitary Tee-Wye used at the riser, length of pipe, concrete, brass caps, and cleanout castings will not be measured for payment. An allowance of an additional 10 lft of the type of lateral pipe used will be provided to account for each cleanout structure.

Elbow connections will be measured along the centerline of such connection except those elbows which are paid for under sewer lateral connections as shown on the plan details. An additional 2 lft of pipe of the same diameter as that of the elbow will be has been included for each such elbow.

Concrete ~~Encasement-encasement~~ or cradles will not be measured for payment. Pavement sawcuts will not be measured for payment.



The importance of Proofreading.....

Construction Requirements

The structure base, inlet pipe, and outlet pipe must be set on firm, flat surfaces of compacted soil or fill sand to provide a solid, stable base. Pipes shall be connected and secured using stainless steel clamps. An anti seep collar shall be used on inlet and outlet pipe. The Contractor shall ensure that the structure is level vertically before placing backfill. A survey shall be performed by a professional Land Surveyor to verify the structure base elevation, inlet, and outlet pipe is within +/- 0.5 inch of plans. Hand-tamp backfill soil, do not mechanically compact. Do not use a backhoe or blade to place backfill directly against the water control structure. Inlet and outlet pipes shall be protected by a rodent screen or bar guard. Ensure that no debris is present inside water level control structure. Place boards inside structure to reach specified top board elevation.

How do you “level vertically”? Lay on your side?
“Yep. Looks good! The bubble is off though.....”

Do they mean “plumb”?

Make it a point to read through your USP and imagine how someone else may interpret what you have written.



The importance of Proofreading.....

compaction following installation. Trees shall not be planted in rows, rather installed **haphazardly** to imitate a more natural pattern. Trees shall be planted so the root collar is even with the ground surface. The roots shall be extended downward into a hole or topsoil. Roots shall not be forced into improper planting holes which would restrict their ability to grow and support the seedling to **permit** survival. Failure to comply with these procedures shall require replanting of trees with no additional payment. Outside temperature and storage requirements shall be in accordance with ~~INDOT design manual standards found in~~ 622.03. All other provisions of planting, backfilling, and watering shall be in accordance with 622.08.

All trees shall be marked with wire flags ~~immediately~~ adjacent to their stems.

Haphazardly.

An **LY** word.

Was it a good idea?



So,Let's be clear.....

The Contractor shall avoid soil compaction as much as possible. Equipment access and travel shall be routed around all planting areas, and repeat passes over the same area shall be limited during all grading, topsoil application, and ~~decompaction~~ surface preparation work. Equipment having low unit pressure ground contact shall be utilized whenever possible.

All planting areas which have been excavated into subsoil shall be amended by the following process:

1. Over excavate to 4 in. below the final elevations shown on plans.
2. Check the compaction and density of the subsoil according to the parameters listed below under "Measuring and correcting soil compaction". ~~Decompact~~ Loosen if necessary.
3. Apply 4 in. of topsoil
4. Incorporate the topsoil with the subsoil by ripping, tilling, dicing, or other method.
5. Apply and spread evenly enough topsoil to achieve the final grades specified in the plans within a tolerance of +/- 0.1 ft. After final application of topsoil, the Contractor shall measure soil compaction again as specified below and ~~decompact~~ loosen as necessary.
6. After ~~decompaction~~ loosening, the surface should ~~shall~~ be prepared for seeding by any method which leaves the upper 2 to 3 in. broken down into a fine-particle seedbed with no clods larger than 3 in. diameter. The final graded surface should conform to the elevations shown in the plans to +/- .25 feet.

If crusting from rainfall has occurred, re-scarification shall be required. Scarification may not be required if drill seeding is to occur.

**Aaaahhhh!
Don't do that!!**



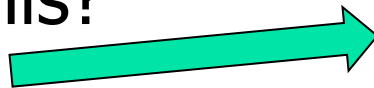
So,Let's be clear.....

A cone seeder or other similar broadcasting equipment may also be used if the seed mix does not contain **fluffy** seeds in amounts sufficient to prevent free flowing without plugging. Seed shall then be pressed into the surface ~~using a cultipacker or roller.~~

All seeding equipment, shall be calibrated to deliver the seed at the rates and proportions specified in the plans. Equipment shall be operated in such a manner as to ensure complete coverage of the entire area to be seeded, and seed shall be placed no deeper than $\frac{1}{4}$ in. into the soil.

So..... What ARE
"fluffy seeds" ?

Is it this?



Or this?



Sometimes, you can't trust spellcheck.....

Construction Requirem
Environmentally sensi
wetlands, streams and open
near the vicinity of t
construction plans. Deli
areas, borrow or waste site
in these areas. Wetlands
limits shown ~~in~~on the Gen



Lath

stall
tally
meter
the

The difference ONE letter can make



The importance of Proofreading.....

Labeling and Tagging:

The Electrical Contractor shall label all electrical equipment by one of these methods described below:

1. Printed card labels may be used on items of equipment furnished with plastic windows. Labeling of the cards shall be **nearly** printed using a lettering device such as Leroy Instrument.
2. Directories on the inside of panelboards shall be typewritten and shall show a list of circuits and points, equipment, or areas supplied.

Did they mean NEATLY?

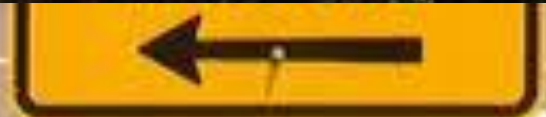
Or is it okay if the Contractor just thought about it?

“Well, we **nearly** printed those.....”

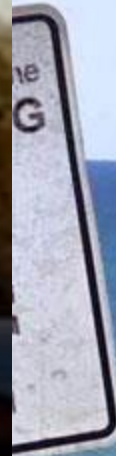
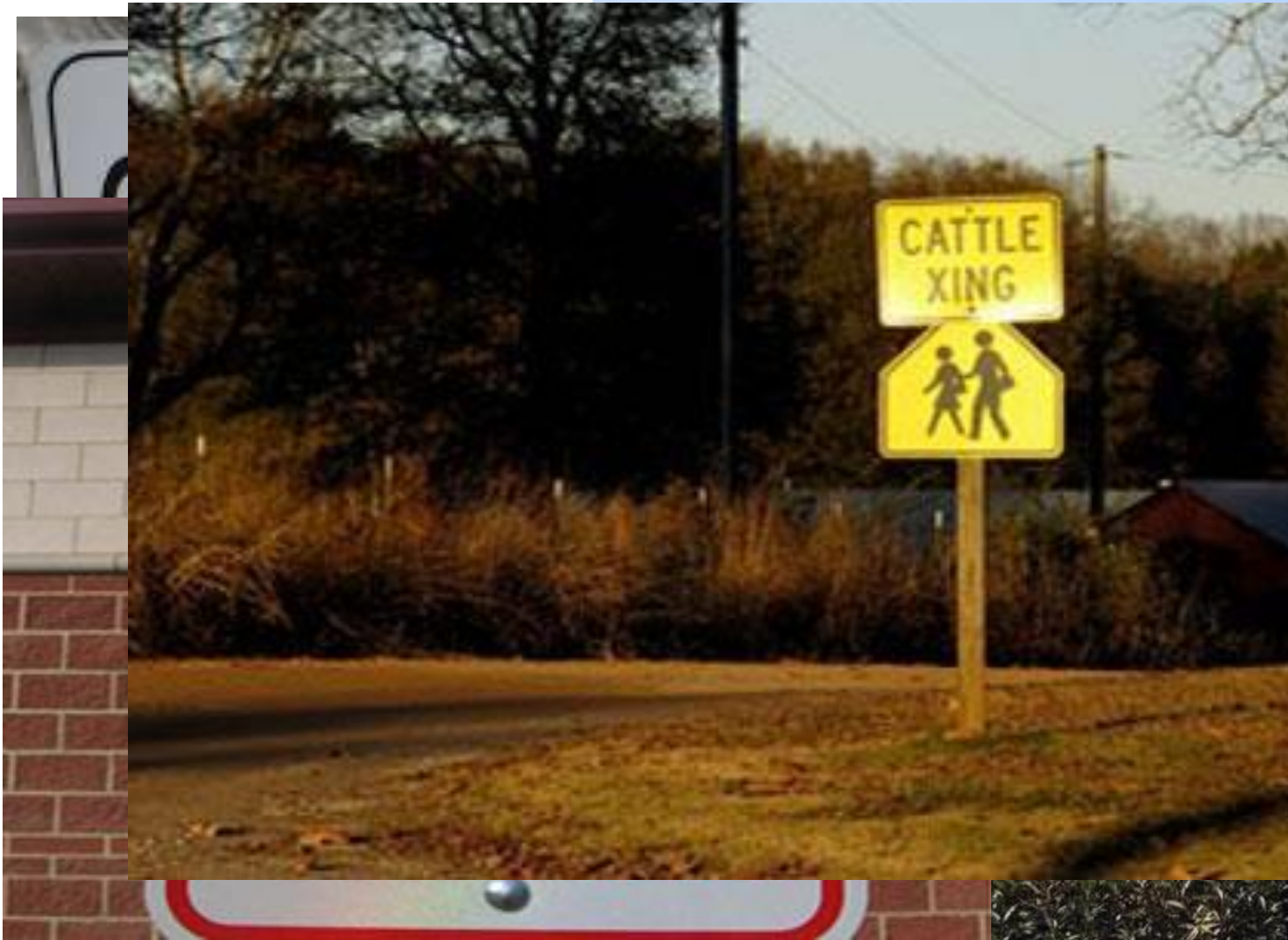
How about we just leave out the **LY** words?



The importance of Proofreading.....



Did they think this through????



What's wrong with this picture?



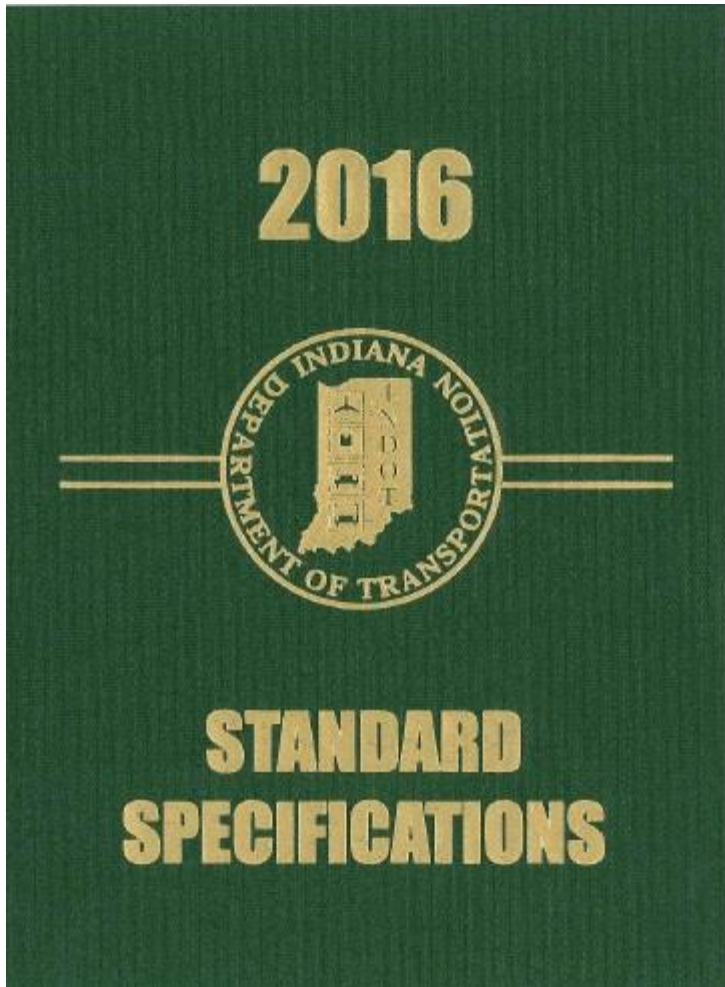
Is it Necessary?



Consider Your Audience.....



In Summary.....



Please make sure you are referencing
the **Current version**
of the **Standard Specifications**.



And ***please***

(did you notice I said please? *I'm begging here People!*)

If at all possible, write your Unique Special Provisions in such a way that it points the reader back into the Standard Specifications book at every opportunity.

Also, please (*there it is again!*) look inside the SS Book to see if what you are trying to do is already in there.



Document Links....

- <http://www.in.gov/dot/div/contracts/standards/>



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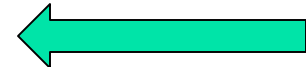
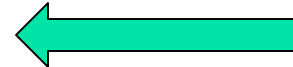
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[Contract Letting Information](#)

STANDARDS & SPECIFICATIONS

Standards, Specifications, and Provisions

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