

SPECIAL PROVISIONS

S-1 WHAT ARE SPECIAL PROVISIONS

Special Provisions are for any work that is different from the MnDOT Standard Specifications for Construction. Topics that are always covered by Special Provisions include:

- Construction Start Dates
- Completion Dates
- Traffic Control
- Special Pay Items (those where the digit after the period is a '6')

Special Provisions are also for any changes, updates or modifications to the MnDOT Standard Specifications since the Book was published.

S-2 SP2005

Standard special provisions have been developed for use on MnDOT Construction projects. The SP2005 file contains the boiler plate write-ups. The SP2005LIST file contains a list of the items in SP2005, and indicates when they should be used.

S-2.1 The files can be found on either the Internet at <http://www.dot.state.mn.us/pre-letting/prov/index.html> (updated monthly) or by attaching to our server. (\\ad\co\public\Tech Support\Spec Prov\SP2005). There are other frequently used files in the SP2005 folder.

S-2.2 The SP2005LIST file shows a tabular listing of the SP2005 file. Columns shown are:

- "Last Rev. – indicates the date of the last revision to this write-up
- SP2005 # -- indicates the write-up number
- Item – shows the Specification Number the write-up is for
- Specification – gives the name of the Specification
- When to use: -- indicates when the write-up should be used, such as:

Always	must be in every proposal
Recommended	used if the designer and/or district recommends
State Funds	used on State funded projects only
Federal jobs	used on federally funded projects only
Pay item	when the pay item is on the plan

S-2.3 The SP2005 file contains the standard special provision write-ups. You need to download a new copy of the SP2005 every time you prepare special provisions. This file is constantly being updated and revised.

S-2.4 If you are using the special provision **as it appears** in the SP2005, you may either just list the Title and SP2005-# indication. See examples

EMERALD ASH BORER COMPLIANCE
SP2005-1.1

You do not need to show all the words.

S-2.5 If you **are going to modify** the special provision as it appears in the SP2005, you need to show the Title and SP2005-# indication, followed by **MOD**. You must show all of the words and indicate what you are changing. You may do that by the use of color, font, strikeouts or a border on the paragraph.

S-3 SUBMITTAL

The submittal of Special Provisions is part of the total project submittal. Requirements of project submittal, including submittal letters, can be found on the Office of Project Management and Technical Support Intranet Web Page.

S-3.1 The Special Provisions need to cover every special pay item from the Plan. A special pay item is any item whose fifth digit is a '6' (this is the digit after the period). If the Spec. Book adequately described the work to be done, and what is included in the item, then all that is needed is how the item is to be measured and paid for.

S-3.2 When sending your Special Provisions to the Special Provisions Unit, there are two options:

- (A) Send it as an attachment to an e-mail.
- (B) Send an ProjectWise reference to an e-mail.

Send the e-mail to *DOT_SPECPROV.

S-3.3 Other Divisions

All specialty Divisions (bridge, lighting, signals, signing, traffic management, city) need to be sent in electronically. A hard copy signature of a Registered Engineer signing these divisions must also be sent in.

S-4 FINAL STORAGE

S-4.1 The Technical Support Directory has a sub-directory called "FINAL". This directory is subdivided into calendar years and months. These directories contain the electronic files that pertain to projects let in that year and month. These files are listed by State Project Number. The file name or extension indicate what the Division type. These files are for the following:

- Division S –general project Special Provisions,
- Division SB – Bridge
- Division SL – Lighting
- Division SS – Signal
- Division ST – Signing
- Division SZ –TMC,
- Addenda

S-5 OUTLINE FORMAT

The SP2005 file is in outline format (which is the same format this document is in). This is a guideline for use when submitting design recommendations and/or time and traffic. Following this will allow the finished document to look uniform.

S-5.1 Section Titles

All sections are numbered, show the Specification Number and Name. The Titles are in font size 12, are UPPER CASE, and are underlined. The name is indented one inch from the number. We do this to keep the entire proposal uniform. {In Word, I have found that creating a HEADER1 style works for me. My styles are explained later.}

Example:

S-53 (2506) MANHOLES AND CATCH BASINS

S-5.2 Sub-Sections

Major points should have a secondary heading or at least a secondary number. Using a secondary heading allows the grouping of requirements. Using secondary numbering calls attention to various requirements. {In Word, I have found that creating a HEADING2 style helps, it keeps the numbering in order.}

(A) When breaking down each sub-section even more, tab 0.5", use capital letters with a right paren), then tab another 0.5". This will allow paragraphs within the document to line up. It is also needed for ease in referring to specific paragraphs, as in "Section S-9.6 E of these Special Provisions".

(1) If there is a need to further break down the specification, tab twice (total of 1") and use the appropriate number, then tab again (0.5"). This format will not indent the paragraph.

(2) If you prefer to have the paragraph indented, you must use the Word Paragraph Format Function. Set the paragraph as Indented at 1" and Hanging 0.5".

(a) The paragraph can be further broken down like this.

(b) Once again to have a paragraph indented, you must use the Word Paragraph Format Function.

(B) **DO NOT** use spaces or hard returns to format your document. It is very time consuming to find these and to correct them.

(C) Single space the document.

S-5.3 Ease of Copying:

The SP2005 file is in outline format. When in outline view, with only level one showing, you can click on the "plus" sign in the left margin. This will copy the entire section. You can then paste this into your document.

S-5.4 The Write-up

(A) If you want to use a C.O. SP 2005 write-up of an item but **WILL NOT** be making any changes within the write-up, then do the following:

(1) Show Section Name and number
Example:

S- (1904) EXTRA AND FORCE ACCOUNT WORK
SP2005-47

You may either show all of the words or just show the Section Name and Number. When you leave the SP2005-Number intact, this will indicate to us that you have not changed the section and want the most current write-up.

(B) If you want to use a C.O. SP 2005 write-up, but **WILL** be making changes within the write-up, then do the following prior to sending us your file:

(1) Show Section Name and SP2005 number, followed by "modified".
Example:

S- (1904) EXTRA AND FORCE ACCOUNT WORK
SP2005-47 - modified

Show all the words, including your revisions. The revisions should be in italics or highlight. This will allow us to recognize your changes.

S-6 TEXT

S-6.1 Do not use hard returns (enter key) within the paragraph or to end a line. Do not use multiple spaces to position text. It is time consuming when we have to find any of these, remove them and redefine the paragraph style. Paragraph formatting, the appropriate use of tabs and/or tables should allow text to be displayed correctly.

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- S-6.2 The font to use is Times New Roman, 10 point.
- S-6.3 Margins should be set at 1 inch top, bottom, left and right, header and footer at 0.5 inch from edge.
- S-6.4 Your submittal should follow the order of the Spec. Book in numbering, i.e. 1701, 1710, 2031, etc.
- S-6.5 A header showing the project number should appear on every page.

S-7 BITS AND PIECES

Some general guidelines for the Special Provisions document:

- S-7.1 Minimize the usage of the phrase "As directed by the Engineer". Is this phrase really necessary? Have you explained what the Contractor's responsibilities are well enough?
- S-7.2 Minimize the usage of the phrase "and all costs incidental thereto". Be more specific what those incidental costs are and what they are related to.
- S-7.3 Minimize the use of gender specific pronouns. Rather than his or he, use they, their, the Contractor, etc., or rework the sentence to avoid the need for pronouns. Whenever possible use an appropriate substitute for terms that refer to gender. Instead of flagmen, use flaggers or flag persons; instead of manpower use personnel, workers, or work force; instead of fireman use firefighter; instead of policeman use police officer.
- S-7.4 **AVOID REPETITION.** Even if you believe emphasis is needed, avoid repetition in contract documents. Do not repeat verbiage in the special provisions that is already stated elsewhere in the contract. Do not repeat language already included in the "Minnesota Standard Specifications for Construction." If the working or punctuation is different between the references and the intent is inadvertently changed, the contractor may be confused and interpret the contract differently from the designer's intent. If a claim is brought against the department in court, a judge may rule against the department for being sloppy in its preparation of contract items.
- S-7.5 When using numbers:
 - (A) Numerals are always used if designating a technical measurement (i.e. 5 m, 20 kg, 10 feet).
 - (B) Write out the number if designating a quantity (i.e. five containers, four copies of the manual) unless the number is greater than ten.
 - (C) Do not use hyphens between whole inches and fractional inches (i.e. 8 1/8 inches not 8-1/8 inches)
 - (D) When writing two numbers together in a compound number adjective, spell out the first one or the shorter one to avoid confusing the reader (Twenty 10-inch bars or 100 twelve-volt batteries).
 - (E) In the English system, symbols are not used (i.e. use 2 feet, not 2'; use 2 inches by 4 inches, not 2"x4") unless in a table.
 - (F) In the Metric system, symbols are always used (i.e. use 2 m, not 2 meters).
 - (G) Dual units may be used if necessary. The format is Metric with bolded English in square brackets (i.e. 50 mm [**2 inches**])

S-8 **WORD FORMATTING**

Microsoft Word has formatting features that are different than WordPerfect. The SP2005 makes use of some of these.

S-8.1 **PARAGRAPH FORMATTING**

Word defines a paragraph as anything that ends in a hard return (or enter). It does not matter what is before the hard return, one character or 1000, Word considers it is a paragraph. It is within Paragraph Formatting that you set if the paragraph is indented, hanging, etc. You can also set line spacing, alignment and the amount of space before or after the paragraph. The formatting of the paragraph will be repeated for the next paragraph when the hard return is entered.

S-8.2 **STYLES**

In MSWord, a combination of character and paragraph formats is called a "style" and is given a name, such as "NORMAL". This allows for uniformity within the document. Word has some "standard styles" which can be modified to meet individual needs. The SP2005 was formatted using some of these "modified standard styles".

(A) **NORMAL**

Within the SP2005 the "Normal" style is set with a font type of Times New Roman, at a size of 10 point, the paragraph is Left Aligned, Spacing is single, 0 points before and 0 points after.

(B) **HEADING 1**

Heading 1 is the style formatting that is applied to each section name. This Heading provides the outline numbering and formatting. Heading 1 can be set as follows:

Select: the Format Menu; Style, Heading 1, modify, format:

Paragraph Format: Left Aligned, Indentation Special – Hanging 1 inch. Spacing is single with 0 points before and 0 points after

Font is Times New Roman 12 Points, underline is single.

Numbering: Select the 'Outline Numbered' tab, select the option box and the Customize... (I chose the lower right button) change the number format to "S-" followed by the number, number style to "1, 2, 3, ..." Follow number with "tab character"

(C) **HEADING 2**

Heading 2 is the style formatting that is applied to each sub-section (major points) within the Special Provisions. This Style provides for the outline numbering.

Select: the Format Menu; Style, Heading 2, modify, format:

Paragraph Format: Left Aligned, Indentation is all set to 0. Spacing is single with 0 points before and 0 points after

Numbering: Select the 'Outline Numbered' tab, select the Option Box and then Customize (I chose the lower right button) change the number format to "S-" followed by the number, number style to "1, 2, 3, ..." Follow number with "tab character"

S-8.3 You can create a template with these styles or copy from a template to a document.

S-8.4 The 'format painter' in MSWord allows you to copy formatting from one section to another, both within a document or between documents.

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S-9 **CONTACTS**

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