

Special Provision Guide

INITIAL STEPS: Review the project TEQ vs the Master Bid Item list to verify which bid items require special provisions. You may need to send a reminder to the engineering programs responsible for these items to get a DRAFT special provision (SP) initiated. For items that are not under other engineering programs that require SP, the design team leader will need to initiate the SP. Contact Construction Staff for the most recent version of the SP, if one is available, modify the SP according to the project needs.

If Construction Requirements are based upon a project Time Determination, Construction Staff will process a Time Determination based on Final Plans if a request is submitted. The Time Determination should not be the hold-up for the Construction Requirement SP.

The RE or the program requesting/initiating the SP writes the SP in active voice and imperative mood following these guidelines and the Specification Style Writer's Guide located on the WYDOT web page:

[Construction & Engineering / Manuals & Publications /Standard Specifications/Specification Writer's Style Guide 2010 \(Jan 2012\)](#)

Follow the five-section format of the Standard Specifications for all SP's with the exception of the construction requirements. The numbering system of the Standard Specifications is not used in SP's. Metric equivalents are not used in SP's.

- DESCRIPTION, MATERIALS, EQUIPMENT, CONSTRUCTION, and MEASUREMENT and PAYMENT.
- Subsections within these categories are allowed (similar to the spec book without numbering).

Format: (see example)

Microsoft Word

Font: Arial

Size: 12

Use Justify for aligning text (Under Home Ribbon in paragraph section)

- Headers: Enter SP-###ZZ (request number from Highway Development (Plan Checker)), ½ inch from top, Use Arial font, size 12
- Footer: ½ inch from bottom, Center Page 1 of _

Use page breaks instead of section breaks. Copy the Measurement and Payment section from the example special.

The RE or the program requesting/initiating the SP then sends the SP to the Design Squad.

The Design Squad requests the SP number from the Check Squad and adds the SP number, date (placed at bottom left after the Measurement and Payment section (MM-DD-YY), adds project information, and reviews the SP to see that it is in active voice and imperative mood. This review will include verification of the bid item(s) to make certain it matches the work to be completed and matches the project TEQ, grammar and spelling errors, layout/format of the SP, and if the described work is clear and makes sense relative to the details in the project plans.

The Design Squad sends the SP to Construction Staff in accordance with the PCS schedule.

Include the following information in the email that is sent to Construction Staff for routing:

- Letting date and the PS & E date
- Routing instructions (i.e. contact Person in Geology, Lab, Traffic etc.)
- RE
- If it is a federally participating project

DRAFT:

Construction Staff will review for formatting issues, spelling errors, clarity, consistency, field perspective, if it is biddable and administrable then email a draft copy (with a Draft watermark) to the Squad Leader, WYDOT programs involved, RE, DCE, FHWA (if applicable) and Construction Staff engineers. Please “reply all” with comments/changes by the date specified in the email (usually one week).

If a consultant or anyone else requests a copy of an SP for comment, please contact Construction Staff for the current electronic version. Do not send the old version with changes on to Construction Staff.

The only SP’s Construction Staff routes are the ones received from the Design Squad.

After the draft copy comment due date, Construction Staff will incorporate the suggested changes from the emails.

SEMI-FINAL:

Construction Staff will then email route a Semi-Final to the Squad Leader, WYDOT programs involved, RE, DCE, FHWA (if applicable) and Construction Staff engineers with the suggested changes in red with a bar in the right hand margin. Please “reply all” with comments by the date specified in the email (usually 2 to 3 days).

FINAL:

Construction Staff will email the Final SP that includes revisions from the Semi-Final version to the Squad Leader, WYDOT programs involved, RE, DCE, FHWA (if applicable), Construction Staff engineers and dot-construction@wyo.gov.

Construction Staff will save a pdf of the Final in the project _PSE_PDF_SET folder in Falcon and send the link to the Design Squad Leader and the Check Squad.

REVISION:

If changes are needed after the Final has been uploaded into Falcon, a revised SP is required. The revision will incorporate changes and will include a revision date in the header. Construction Staff will issue a revised final and email to the Squad Leader, WYDOT programs involved, RE, DCE, FHWA (if applicable) and Construction Staff engineers.

ADDENDA:

Approved changes to the SP after the letting print date and 10 calendar days prior to the letting will be in the form of addenda.

The Design Squad Leader will send the addenda to Construction Staff. Construction Staff will add a revision date in the header and bar the changes in the right hand margin. Construction Staff will email the addenda to the Squad Leader, WYDOT programs involved, RE, DCE, FHWA (if applicable) and Construction Staff engineers. Construction Staff will save a pdf of the addenda in the project _PSE_PDF_SET folder in Falcon and send the link to the Design Squad Leader and the Check Squad.

BRIDGE SPECIALS: Written and routed by the Bridge Program.

RAILROAD SPECIALS:

Project Development (Design Squad Leader)

1. Contacts ROW for the Master Railroad Special.
2. Request the SP number from the Check Squad (the date at the bottom of the SP does not change, that is the date the railroad approved the master SP).
3. Complete portions in blue text
4. Emails the SP to the ROW contact for that project.

ROW:

1. Completes portions in red text.

2. Changes all text to black.
3. Emails the SP to:
 - Project Development contact for the project
 - Contracts & Estimates contact
 - Resident Engineer
 - District Construction Engineer
 - FHWA if it is a federally participating project
 - Contact at railroad
 - Design Squad leader
4. Saves the pdf in the project _PSE_PDF_SET folder in Falcon

TERO (Tribal Employment Rights Office) SPECIALS:

Design Squad:

1. Contact construction staff for the current master SP:
 - Employment Preference & TERO Fees for the Wind River
 - Employment Preference
2. Contact the District 5 Construction Engineer to determine/verify the percentage of work on the reservation and the correct SP to add to each project that requires the TERO SP.
3. Complete portions in red text.
4. Email the SP to Construction Staff for routing.

RESOURCES:

- Master Special Provisions:
- Contact the Materials Program, Geology, Traffic, Environmental Services or ITS for their Master Specials.
- Standard Specifications for Road and Bridge Construction (2010 or 2021).
- Special Provision Guide, Special Provision Guide Example and Special Provisions from 2008 to Present (contact Construction Staff).
- Specification Style Writer's Guide, Special Provision Guide and Special Provision Guide Example on the web: [Construction & Engineering / Manuals & Publications /Standard Specifications/Specification Writer's Style Guide 2010 \(Jan 2012\)](#)
- Training – Construction Staff will provide training for individuals or crews.