TABLE OF CONTENTS

Chapter Nineteen 2
Standard Drawings 2
19-1.0 GENERAL 2
19-1.01 Hierarchy of Importance 2
19-1.02 Specifications 2
19-1.02(01) Standard Specifications 2
19-1.02(02) Supplemental Specifications 3
19-1.02(03) Revisions 3
19-1.03 Special Provisions/Recurring Special Provisions 4
19-1.04 INDOT Standard Drawings 5
19-1.05 INDOT Documents on the Internet 5
19-2.0 SPECIAL PROVISION PREPARATION 5
19-2.01 Preparation Steps 5
19-2.02 Format 8
19-2.03 Guidelines 9
19-2.04 Terminology 12
19-3.0 SPECIAL PROVISION/RECURRING PLAN DETAIL SUBMITTALS 15
19-3.01 Special Provision Menu 15
19-3.02 Recurring Plan Details Menu 16
19-3.03 Contracts Section Submittals 17

LIST OF FIGURES

Figure **Title**

19-2A Special Provision (Does Not Directly Revise the *Standard Specifications*)
19-2B Special Provision Format (Directly Revises *Standard Specifications*)
19-2C Special Provision Format (Fonts and Tab Sets)
19-2D Sample Special Provision Wordage
19-3A Sample Special Provision Menu

CHAPTER NINETEEN

SPECIFICATIONS/SPECIAL PROVISIONS/ Standard Drawings

Chapter Fourteen presents the Department's procedures for the preparation of construction plans. In addition, contractors, material suppliers and Department personnel assigned to supervise and inspect the construction of the project use the INDOT *Standard Specifications*, Supplemental Specifications, Special Provisions and the INDOT *Standard Drawings* to assist them in the project construction. Chapter Nineteen describes the purpose of these documents. Chapter Nineteen also presents the guidelines for preparing Special Provisions.

19-1.0 GENERAL

19-1.01 Hierarchy of Importance

The INDOT *Standard Specifications*, Supplemental Specifications, INDOT *Standard Drawings*, Special Provisions and construction plans all are essential parts of the contract. They are intended to complement each other and are used to describe and provide complete instructions for the work to be accomplished. If a discrepancy does exist between these documents, the hierarchy of importance among them in descending order is as follows:

1. Instructions to Bidders and pay item descriptions;
2. special provisions;
3. construction plans;
4. INDOT *Standard Drawings*;
5. Supplemental Specifications; and
6. INDOT *Standard Specifications*.

19-1.02 Specifications

19-1.02(01) Standard Specifications

The *Standard Specifications* are the standards adopted by the Department for work methods and materials that are used for construction. The *Standard Specifications* are intended for general use on all projects. They provide the Department's criteria for the following:

1. the contractor's duties;

2. controlling the material quality;
3. the contractor's and the Department's contractual requirements; and
4. measuring and paying for contract items.

The *Standard Specifications* are published in book form and are typically updated and reprinted at the discretion of the Standards Committee. Copies of the *Standard Specifications* can be obtained from the Contracts Section.

19-1.02(02) Supplemental Specifications

Supplemental Specifications are additions, deletions and/or revisions to the *Standard Specifications* which have been adopted by the Department since the last printing of the *Standard Specifications*. The intention is that they will be incorporated into the *Standard Specifications* at the next revision. As indicated in Section 19-1.01, Supplemental Specifications supersede the *Standard Specifications*. Complete sets of Supplemental Specifications are added to the contract documents for all projects and are intended for general use.

Supplemental Specifications are typically updated and reprinted in their entirety every six months with effective-for-letting dates of March 1 and September 1.

An electronic version of the INDOT *Standard Specifications*, incorporating all Supplemental Specifications, is available on the Department's Construction and Design Reference Guide compact disc. The version is also available on the Department's web site, at www.in.gov/dot/div/contracts/standards/book/index.html .

19-1.02(03) Revisions

The *Standard Specifications* and Supplemental Specifications are reviewed by the Standards Committee and approved by the Chief Engineer and the FHWA. The Standards Committee is comprised of representatives from the Divisions of Design, Technical Services, Pre-Engineering and Environment, Materials and Tests, Operations Support, District Construction and the Secretary of the Committee. All proposed changes to the *Standard Specifications* and the Supplemental Specifications must be forwarded to the Standards Committee, through the appropriate Division's representative, for evaluation and action.

Deletions are identified in two ways, either by overstriking the deleted material or by written instructions where the deleted materials are complete paragraphs and are five consecutive lines or more. Deletions are shown first followed by new or replacing material. In tables and charts with columns, the new material should appear below the deletions. New material that is inserted in the Specifications is printed in *italics*.

Examples are as follows:

```
            SECTION 602, BEGIN LINE 40, DELETE AND INSERT AS FOLLOWS:
40          ~~Wide angle reflectors~~ Barrier Delineators will be measured per each provided there
            is a pay item set out in the itemized proposal.

            SECTION 401, DELETE LINES 11 THROUGH 48
```

Locations of changes to the Specifications that have been made since the previous edition are identified by a vertical line on the side of the page. If the change is only the removal of material from previous Specifications, the location will be identified by a ◇ on the side of the page.

Revision marks, vertical lines and ◇ are intended to facilitate the location of changes of text. However, they do not provide any guarantees, explicit or implicit, that text not so marked appeared in the previous edition of the Specifications.

19-1.03 Special Provisions/Recurring Special Provisions

Special provisions are additions or revisions to the *Standard Specifications* and the Supplemental Specifications setting forth conditions and requirements for a special situation on a specific project. Special provisions are included in the contract documents for that project and are not intended for general use. Special provisions supersede all other contract documents except for Instructions to Bidders and pay item names. They are prepared by the designer for inclusion into the project documents. Section 19-2.0 discusses guidelines for preparing special provisions.

The use of proprietary specifications is discouraged. However if a proprietary specification is required, the specification should be forwarded for review and approval to the INDOT New Product Evaluation Committee. The designer must provide written justification with the proprietary specification request on why the proprietary item is necessary.

Recurring special provisions are special provisions which are commonly used on many projects. The Contracts Section has compiled a menu of recurring special provisions for road, bridge and traffic work. This menu is updated every four months and forwarded to the designers. The designer is responsible for calling out the number and title of the recurring special provisions that are referenced in the menu. The designer must ensure that they are applicable for the particular project before their inclusion in the contract document. Section 19-3.0 provides further guidance on the preparation of the recurring special provisions menu.

19-1.04 INDOT Standard Drawings

The INDOT *Standard Drawings* provide details on various design elements that are consistent from project to project (e.g., guardrail, fencing, drainage details, bridge elements, signs). They provide information on how to lay out or construct the various design elements.

Electronic versions of the INDOT *Standard Drawings* are available on the Department's Construction and Design Reference Guide compact disc. The versions are also available on the Department's web site, at www.in.gov/dot/div/contracts/standards/drawings/index.html . However, the designer will be unable to make changes to these files.

New standards or proposed revisions to the INDOT *Standard Drawings* must be submitted to the appropriate division's representative on the Standards Committee for evaluation and action. The drawings will be updated on an as-needed basis.

19-1.05 INDOT Documents on the Internet

The documents that can be read or downloaded from the Department's website (http://www.in.gov/dot/div/contracts/standards.html are as follows:

1. INDOT *Standard Specifications*;
2. Supplemental Specifications;
3. Recurring Special Provisions;
4. INDOT *Standard Drawings*; and
5. other similar documents.

19-2.0 SPECIAL PROVISION PREPARATION

Special provisions are required whenever a project contains work, material, sequence of operations, or any other requirements that are necessary for the completion of the project but are not described completely in the construction plans, INDOT *Standard Specifications*, Supplemental Specifications or the INDOT *Standard Drawings*. "Described completely" should be interpreted to mean that the work to be accomplished, type of materials or equipment required, construction methods or details to be used, how the item of work will be measured, and the basis of payment are clearly understood. The following sections provide guidelines for preparing special provisions.

19-2.01 Preparation Steps

Do not prepare special provisions using the "cut-and-paste" method. Instead, the designer should use the steps as follows.

1. Define Need. The designer should review existing specifications, recurring special provisions, standard drawings or construction plans to ensure that there is a need for the special provision. If the topic is not adequately covered in one of the other contract documents, only then should a special provision be prepared.

2. Research. The designer should research the topic so that complete and detailed information is available before writing the special provision. This may require contacting manufacturers, contractors or suppliers for the latest information. Local conditions and problems should also be fully investigated.

3. Format. Prepare special provisions in the same format and order as the *Standard Specifications* (i.e., Description, Materials, Construction Requirements, Method of Measurement, and Basis of Payment). Section 19-2.02 presents the format that should be used.

4. Type. The designer should analyze the type of construction to be covered in the provision to determine the type of special provision to be used. There are two basic types of special provision presentations - material or method presentation, and performance or end-result presentation. The material or method presentation describes the procedure or materials that should be used to construct the element. The performance presentation describes the end result of construction. The types of procedures and materials to achieve the end result are at the contractor's discretion. The designer should not mix or match between the presentations.

5. Develop Outline. The outline should cover the basic requirements of the work to be completed or the materials to be used. It should define the essential physical characteristics of the material or work (e.g., dimensional limitations, time, strength, weight, size, shape, configuration). Organize all relevant factors under each appropriate heading.

6. Writing the Special Provision. Once the outline has been developed and all research has been completed, the first draft can then be prepared. The designer may want to review existing special provisions for guidance. The following presents several grammatical recommendations for preparing special provisions.

   a. Wording. Write the special provision in the active voice (sentence begins with a verb) and the imperative mood (sentence expresses a command).

      Active Voice: "Apply rubbed finish to exposed surface."

      Passive Voice: "Rubbed finish shall be applied to exposed surface."

b. Sentences. Prepare the special provision using simple language and words. Keep words and sentences short (20 words or less), unless complexity is unavoidable.

c. Paragraphs. Limit paragraphs to 3-4 sentences.

d. Terminology. Words should be used consistent with their exact meaning. The same word should be used throughout; do not use synonyms. Avoid any words which have a dual meaning. Section 19-2.04 presents the recommended terminology that should be used. Extraneous words and phrases should be omitted.

e. Pronouns. Avoid the use of pronouns, even if this results in frequent repetition of nouns.

f. Punctuation. The punctuation should be carefully considered using the minimum number of punctuation marks consistent with the precise meaning of the language. Ensure that there can be no doubt regarding the meaning of any sentence.

g. Capitalization. The only phrases which require full capitalization are special provision titles and subsection headings. The only words which require an initial capital letter without regard to their location in the sentence are Department, Engineer, Contractor, titles of individuals (e.g., District Traffic Engineer), titles of reference publications, traffic sign copy, or other proper nouns if their use is required.

h. Parentheses. Avoid the use of parentheses ( ) for other than english-measure equivalents. Instead, use commas or rewrite the sentence.

i. Numbers. It is usually unnecessary to write numbers both in words and figures (e.g., "Use four (4) 1-in. bolts."). Numbers less than or equal to 9 should be written as words. Numbers higher than 9 should be written numerically. When writing dimensions, numbers should be used (e.g., ¼ in., 10 ft, 3 gal.). Do not write 2 in. x 4 in., but instead 2 in. by 4 in. Times and dates should be written numerically. Decimals less than one should be preceded by the zero (e.g., 0.02 ft). Do not begin a sentence with a numeral. Either write the number in words, or rewrite the sentence by placing the numeral within the sentence.

j. Units of Measure. Write out units of measure within sentences when not accompanied by a quantity. Symbolize units of measure when used in a tabular form or when accompanied by a quantity.

k. Emphasis. Do not use all capitals, underlines, bold type or punctuation to emphasize words, sentences, pay items or pay units.

7. Reviewing. The designer should review the previously completed paragraphs as succeeding ones take shape. Where necessary, redraft preceding paragraphs to reflect later thoughts.

   The designer should prepare and submit to the Contracts Section a draft of the special provisions with the Final Tracings Submission. The designer will be responsible for incorporating any changes or revisions into the draft.

8. Submissions. Section 19-3.0 discusses the submittal of special provisions for review and approval.

19-2.02 Format

Prepare special provisions in the same format as the *Standard Specifications*, including subsection layouts. Figure 19-2A, Special Provision (Does Not Directly Revise *Standard Specifications*), and Figure 19-2B, Special Provision Format (Directly Revises *Standard Specifications*), illustrate the outline systems and layouts that should be used. Figure 19-2C, Special Provision Format (Fonts and Tab Sets), illustrates the fonts that should be used for a special provision that directly revises a *Standard Specification*. Figure 19-2D, Sample Special Provision Wordage, illustrates sample wording for a special provision. When writing a special provision that directly revises the *Standard Specifications*, follow the format for changing *Standard Specifications* as presented in Section 19-1.02(03). Do not rewrite the *Standard Specifications*. The sections of the special provision that should be addressed include the following.

1. Description. Describe the work to be performed, with references to specifications, plans or other special provisions that further define the work. Where necessary or desirable for clarity, describe the relationship of this work item to other work items or other phases of construction. Do not editorialize.

2. Materials and/or Equipment. Designate the materials and/or equipment to be used in the work item and establish its requirements. Delineate complete specifications of the properties of each material and the method of tests. References may be made to AASHTO, ASTM or other recognized specifications.

3. Construction Requirements. Describe the sequence of construction operations or the desired end product. Do not mix the two types of presentations as described in Section 19-2.01. Where practical, the performance presentation should be used. This will permit the contractor to use improved equipment and new and advanced ideas in construction methods.

The presentation for the sequence of construction operations should only be used if it is critical to achieving the desired result.

4. Method of Measurement. Describe the components of the completed work item that will be measured for payment, the units of measurement and whether measured in original position, in transporting vehicles or in the completed work. Designate any modifying factors and other requirements needed to establish a definite, measured unit (e.g., disturbed or undisturbed, temperature, waste, etc.).

5. Basis of Payment. Describe the units for which payment will be made. Include the pay item name as it appears in the Schedule of Pay Items, and define the scope of work covered by such payment. Determine and identify which work is to be paid for as a pay item, and which work is to be included in the cost of other pay items.

   For work to be included in the cost of other pay items, the preferred specification wording is, "The cost of _____ shall be included in the cost of (name of pay item)." An alternative wording is, "The cost of _____ shall be included in the costs of the other pay items in (INDOT *Standard Specifications* section number)."

19-2.03 Guidelines

In addition to Sections 19-2.01 and 19-2.02, the following presents several guidelines the designer should consider when developing special provisions.

1. Completeness. When developing the special provision, the designer should ensure that the essentials have been included and that each requirement is definitive and complete. The special provision should not be vague.

2. Clarity. To ensure the special provision is clearly presented, the designer should review the following.

   a. Clearly delineate the method of measurement and the basis of payment.

   b. Make a clear, concise analysis of the job requirements for general conditions, types of construction and quality of workmanship. Do not leave the contractor in doubt as to what is required.

   c. Give directions, never suggestions.

   d. Never assume the engineer or contractor "knows" what is meant.

e. Limit the use of phrases such as “as approved by the engineer,” “at the discretion of the engineer,” or “as directed by the engineer” in place of definite workmanship requirements. Such phrases may lead to confusion or misunderstanding. The contractor may not know what the engineer is thinking.

f. Avoid conflicting or ambiguous requirements. Every specification should have only one meaning.

g. Disclose known difficulties or hazards.

h. Use standard abbreviations as listed in Section 101.01of the *Standard Specifications*.

3. Conciseness. Each special provision should be as concise as practical. When reviewing the special provision, the designer should consider the following suggestions.

a. Avoid duplications between the special provision and any related contract documents.

b. Do not give reasons for a specification requirement.

c. Do not provide additional information which is unnecessary for the preparation of bids and the accomplishment of the work.

d. Once stated, do not repeat any instruction, requirement, direction or information given elsewhere in the contract documents.

e. Do not include mandatory provisions that are required in general by the contract.

f. Minimize the use of cross references.

g. Write the specification in the active voice and in a positive form (e.g., use “will” instead of “will not”).

h. Do not include instructions to the Department in the specification.

4. Correctness. To ensure that the special provision is written correctly, the designer should review the following.

a. Where practical, independently cross-check every factual statement.

b. Do not include items that cannot be required or enforced.

c. Ensure that the specification does not punish the contractor or supplier.

d. Ensure that the specification does not unintentionally exclude an acceptable product, construction method or any equipment.

e. Ensure that the provision does not change the basic design of the item.

f. Do not specify impossibilities. The practical limits of workers and materials must be known and recognized.

g. Specify standard sizes and patterns wherever practical.

h. Avoid personal whims and favorite requirements.

i. Ensure that sufficient attention has been provided to assessing the durability or reliability of the material or procedure discussed. The use of recognized standards should be quoted to ensure that the specified performance or characteristics are achieved.

j. Make a careful, critical examination of manufacturers' or trade associations' recommendations, and require supporting evidence.

k. Ensure that the provision gives directions to the contractor that are consistent with the standard practice currently used by the Department.

5. Revision Guidelines. The following are guidelines for making revisions to a *Standard Specification*.

a. Show entire revised sentences. Do not revise only part of a sentence. Retain all unrevised existing copy in the sentence for clarity of the revision.

b. Include all text 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.

c. Place a return at the end of each line as it appears in the *Standard Specifications*. This may require only one or two words to appear on a line of the revision.

d. Delete, then insert. Do not insert, then delete.

e. Note that spaces in the book between paragraphs count as lines. Also, horizontal lines shown in tables count as lines.

f. Where four or more lines of the existing text is deleted without insertions, the deleted copy does not need to be shown as overstruck. Show the section and line reference as follows:

SECTION 101, DELETE LINES 267 THROUGH 288.

g. When making a revision which inserts new text after an existing paragraph, identify the space after the paragraph as the line to begin after.

h. Place distinct revisions within a section in line numerical order. For example:

SECTION 101, LINE 13, INSERT AS FOLLOWS:
SECTION 101, BEGIN LINE 176, DELETE AS FOLLOWS:
SECTION 101, DELETE LINES 525 THROUGH 548.
SECTION 101, AFTER LINE 1083, DELETE AND INSERT AS FOLLOWS:

i. Where more than one section is revised in a single special provision, place the revised sections in numerical order. For example:

SECTION 205, DELETE LINES 52 THROUGH 86.

SECTION 404, AFTER LINE 1448, INSERT AS FOLLOWS:

SECTION 609, BEGIN LINE 990, DELETE AND INSERT AS FOLLOWS:

19-2.04 Terminology

Phraseology and terminology used in the *Standard Specifications* should also be used in the special provisions. In addition, the designer should consider the following.

1. Amount, quantity. Use “amount” when writing about money only. When writing about measures of volume, such as m^3, liters, etc., use “quantity.”

2. And/or. Avoid using “and/or”; instead, use “and” alone, or “or” alone, or “or ... or both.” For example, “Unless otherwise specified by the plans or special provisions or both, ...”

3. Any, all. The word “any” implies a choice and may cause confusion. In place of “any,” the term “all” should be used. For example, “Make good all defects.”

4. As per. Do not use “as per”; instead, use “as stated,” “as shown,” “in accordance with,” or other similar phrases.

5. As shown on the plans. Use “as shown on the plans” instead of “as shown in the plans,” “as detailed on the plans,” “as shown on the detail sheets,” “as shown on the standard drawings,” or “as shown on sheet __ of the plans.”

6. At the contractor’s expense. Do not use the phrase “at the contractor’s expense”; instead use, “in the costs of other pay items.”

7. Balance, remainder. “Balance” should be used when referring to money. “Remainder” should be used to describe something or material left over.

8. Broken, skip line. Do not use “skip line” but instead use, “broken line.”

9. Coarse, course. Use “coarse” to describe textures and “course” for layers.

10. Conform. Use the word “conform” to refer to dimensions, sizes and fits that must be strictly adhered to (e.g., “cut bolt threads conforming to ASA Standards, Class 2 fit, coarse thread series”). Where a better product is acceptable, use the phrase “in accordance with...” (e.g., aggregates in accordance with the specification requirements when tested in accordance with AASHTO T 27.)

11. Contractor. Use the word “contractor” in place of the word “bidder” when writing special provisions for construction. “Bidder” should only be used for proposals.

12. Department. Use “Department” in place of the Indiana Department of Transportation. INDOT should not be used on the contract documents.

13. Ensure. Do not use “insure” or “assure” but instead use, “ensure.”

14. Guardrail. Spell “guardrail” as one word versus two words.

15. In Accordance With. Use the phrase “in accordance with” in place of “in conformance with.”

16. May. Use “may” for contractor’s operations that are optional.

17. Milling. Do not use “scarifying” but instead use, “milling” or “surface milling.”

18. Or equal. Use this phrase for only minor parts. The contractor may not know what is truly equal before being awarded the contract. It is better to clearly specify those things that will be accepted as “equal.”

19. Pay item. Use “pay item” instead of “bid item,” “item” or “line item.”

20. Proposal. The word "proposal" should not be used when the word "contract" is intended. The term "proposal" should only be used to describe requirements during the bidding process.

21. Resisting, resistant. Do not use "corrosion-resisting," but instead use, "corrosion-resistant."

22. Said. Do not use "said pipe," "said aggregates" but instead, use "this pipe," "these aggregates."

23. Same. Do not use "same" to replace a pronoun like "it" or "them" standing alone, such as "connected to same," "specified for same," "same will be given consideration," "conforming to requirements for same." The sentence should be rewritten to clearly describe what is meant.

24. Schedule of Pay Items. Use "Schedule of Pay Items" instead of "Itemized Proposal" or "Proposal" when referring to the list of pay items.

25. Shall. Only use "shall" for contractor's operations that are required.

26. State. The term "State" is preferred over the "State of Indiana" or "Indiana."

27. Such. Do not end a sentence with the word "such." "Such" usually means "of this or that kind," or similar to something stated. Instead, state that which is actually meant, or name the work to be completed or rephrase the sentence.

28. Symbols. Do not use the following symbols when writing special provisions:

Symbol	Write Instead
/	per, or "a"
F°	°F or degree Fahrenheit
%	percent
+	plus
-	minus
x	by

29. The. Do not eliminate "the" for brevity.

30. Thoroughly. Avoid using the adverb "thoroughly," as in thoroughly wet, thoroughly dry, thoroughly clean, etc., because it is unenforceable. Preferably, state the value of the intended requirements in percent, dimensions, number of passes, etc.

31. Unit Price. Use “contract unit price” instead of “contract unit price bid.”

32. Will. Avoid using the term “will” as it generally relates to instructions to the Department. Rewrite the sentence using the active voice.

19-3.0 SPECIAL PROVISION/RECURRING PLAN DETAIL SUBMITTALS

Recurring Special Provisions Menus, Recurring Plan Details Menus, modified recurring special provisions, and unique special provisions, are to be submitted in Microsoft Excel electronic format rather than in hard copy.

The Department’s internet site contains a file titled “Helpful Hints for Microsoft Excel Menus” which will help with the mechanics of the submittal, if necessary.

19-3.01 Special Provision Menu

Section 19-1.03 discusses the use of a special provision menu prepared by the Contracts Section to determine which recurring and new special provisions will be included in the contract. See Figure 19-3A, Sample Special Provision Menu. This menu should be used as follows.

1. Recurring Special Provisions Without Modification. Most recurring special provisions included on a project do not need to be modified. For these special provisions, place an X next to the special provision number on the left-hand side in the menu in the “Place In Contract” column. Do not attach a copy of the unmodified special provision to the menu.

2. Recurring Special Provisions Requiring Modifications. Certain recurring special provisions must be modified for every project. These special provisions already have an X in the right-hand column “See Attachment.” To include these recurring special provisions in the contract, place an X next to the special provision number on the left-hand side in the menu in the “Place In Contract” column. Attach the modified recurring special provision to the back of the Special Provision Menu.

3. Modified Recurring Special Provisions for a Specific Contract. A recurring special provision may need to be revised to meet the criteria for a specific contract. To include this type of special provision in the contract, place an X in the “Place in Contract” and “See Attachment” columns. For these special provisions, attach a marked-up copy of the special provision to the back of the Special Provision Menu. Do not retype or rewrite the recurring special provision incorporating the modification. Instead use ink and, if necessary, separate sheets to indicate the revisions.

4. Unique Special Provision With Same Title As Recurring Special Provision. A special provision may be required for a specific contract that must be uniquely written, but it does not resemble a recurring special provision with the same title. Cross out the recurring special provision number. Do not assign this number or another number to the unique special provision. To include this type of special provision in the contract, place an X in the "Place in Contract" and "See Attachment" columns. Attach a hard copy and the electronic file of the unique special provision to the Menu. The attached copy of the special provision should not be a copy of the recurring special provision with the recurring language crossed out and unique special provision language placed after it.

5. Unique Special Provision. On many projects, a unique special provision may be required that does not resemble a recurring special provision. For these situations, determine the section of the *Standard Specifications* which would apply. Place the title of the provision on a blank line in the Menu between the provisions whose numbers begin with this *Standard Specification* number. Place an X in both appropriate "Place In Contract" and "See Attachment" column locations. Attach a hard copy and the electronic file of the unique special provision to the Menu. Do not assign a number to the special provision. If more than one unique special provision is required, begin each special provision on a separate sheet and place the information regarding the provision on its own appropriate line in the Menu.

   Place all unique provisions onto a computer disk. This disk may also include the cost estimate and estimate of quantities. Indicate on the disk label that unique special provisions are included on the disk.

5. Attachments. Once all modified recurring and unique special provisions copies are compiled, place all attachments into the order in which the X's appear on the Special Provision Menu's right-hand column. Attach the copies to the back of the Menu. Do not separate recurring attachments from unique attachments.

   When the final word processing of the provision set is completed by the Contracts Section, all provisions will appear in the Contract Information Book in the order they would appear if they were in the *Standard Specifications*.

19-3.02 Recurring Plan Details Menu

If a recurring plan detail is necessary, indicate its inclusion in the project by placing an X in the appropriate brackets on the left-side of the Recurring Plan Details Menu. For a contract with A1 (D) size plan sheets, attach a copy of the plan detail to the back of the menu. If more than one plan detail is necessary, arrange all copies in the order they appear on the Menu. For contracts with A4 (A) size plan sheets, place the recurring plan details with the other plan sheets. For both cases,

include the Recurring Plan Details Menu and attachments as a separate part of the submission from the Special Provision Menu and its attachments. Do not place recurring plan details with the special provisions.

19-3.03 Contracts Section Submittals

When submitting the Special Provision Menu and the Recurring Plan Details Menu to the Contracts Section, the designer should consider the following.

1. Menu Submittal. Regardless of the number of Des numbers associated with a contract, only one Recurring Special Provisions Menu and only one Recurring Plan Details Menu, when applicable, should be submitted. If multiple menus are submitted, they will be returned to the designer to combine them.

2. Word Processing. Prepare all special provisions using the Department's current official word processing software.

3. Version. Ensure that the latest versions of the Special Provision and Recurring Plan Detail Menus are used. If a project letting is delayed from its originally scheduled date, the designer is responsible for updating the Menu to the latest version.

4. Revisions. Where revisions are required to previously submitted special provisions, submit a revised copy of the original electronic submittal.

5. Fax Revisions. Fax transmissions may be used for revising contract documents after the originals have been submitted to the Contracts Section. However, note that legibility and clarity are often reduced with fax transmissions.