



Florida's Turnpike Enterprise

Consultant Prepared Specifications Package Quality Control and Assurance Checklist

Form last updated: 9/22/2020

PROJECT INFORMATION

FPID(s): _____

Project Description: _____

Consultant Firm: _____

Engineer of Record: _____

Scheduled Letting: _____

Date of EOR Spec Package Preparation Training (**Required**): _____

SPECIFICATIONS PACKAGE

- The **FDOT Specifications Package Preparation Handbook** has been reviewed to ensure the Contract Specifications Package meets Department quality assurance measures
<https://www.fdot.gov/programmanagement/packagepreparation/default.shtm>
- Contract Specifications Package has been generated from correct Specs on the Web Workbook applicable to the Construction Contract letting date
- All FPID numbers are shown in full on the Specifications Package cover sheet
- Contract Specifications Package cover sheet contains full names of "initial" & "final" reviewers
- All Special Provision language inserts have been reviewed for quality assurance (grammar, spelling, etc.)
- SP0040100 (Scope of Work – Intent of Contract) insert language has been reviewed (in the merged Specifications Package) for grammatical correctness. Language provides a sufficient summary listing of all Scope of Work areas and Contract location data (*SR number(s), MP limits of the Contract scope of work, and County/Counties*)
- Contract Specifications Package Table of Contents has been checked for accuracy and **all** TOC items are interactive (*clicking on the subject TOC item will take you to the page of the subject Special Provision, TSP, etc.*)
- All included Technical Special Provisions (TSPs) pages are dual numbered
- The signature block of all included TSPs cover sheets has been reviewed to ensure they meet requirements outlined in **FDOT Specifications Package Preparation Handbook** and **Florida Administrative Code**
<https://www.flrules.org/gateway/ChapterHome.asp?Chapter=61G15-23>
- Status of Environmental Permits confirmed.
- Status of Utility Work Schedules confirmed.

PLANS

- All** pay items have been double checked to ensure conformance with FDOT Basis of Estimates Manual (BOE) usage requirements written in the pay item details and Specifications Workbook usage notes.
- All** pay items flags have been properly addressed as required per the **BOE Chapter 7.2**.
- Quality Control review has been performed by the EOR on **all plan notes** to ensure they do not restate, conflict with or duplicate any Specifications.
- No pay item notes** have been used without prior review/approval through Turnpike Specifications & Estimates Office, or through the direct and specific guidance of language written within a Department Design Manual (e.g.: *FDOT Design Manual, FDOT Structures Manual, FDOT Drainage Manual, etc.*)

Required ERC Submittal Items for Contract Specifications Review

The Submittal includes **ALL** the following:

- PDF of Contract Specifications Package
- PDF of Specs on the Web Workbook used to create Specifications Package
- PDF of completed, signed & scanned Quality Control Checklist
- PDF of Final Plans

Engineer of Record

Engineer of Record

Signature: _____

Date: _____

- With my above signature, I affirm **ALL** FDOT Contract Specification Package Quality Control criteria and requirements have been understood and applied in the development of the submitted Contract Specifications Package.

<https://www.fdot.gov/programmanagement/packagepreparation/default.shtm>

- With my above signature, I affirm **ALL** pay items and supporting Specification documents are used in accordance with their individual pay item details, criteria and usage requirements outlined in the FDOT Basis of Estimates Manual.

<https://www.fdot.gov/programmanagement/Estimates/BasisofEstimates/BOEManual/BOEOnline.shtm>