

Specification & Estimate Submittal Guidelines

Guidance related to requirements of Contract Documents and Scope of Work development for Pay Items, Quantities, and Specifications. These requirements correlate with FDM and standard language found in Turnpike Contract Scope of Services. This process should be followed in conjunction with the [Turnpike Specifications - Approval Process \(MSPs, TSPs, DEVs\)](#).

PH II SUBMITTAL:

1. At least one week prior to this submittal, EOR must have loaded all pay items, no quantities required into Designer Interface (coordinate submission through Project Manager).
2. The Lead EOR should use the resulting project edit report (flagged items), and any unique scope of work design needs to start identifying necessary TSPs and MSPs.
 - a. A pay item flagged with a “T”, for one example, indicates that a TSP will be required and expected by PS&E reviewers.
 - b. Specific guidelines for the different Pay Item Flags can be found in BOE Chapter 7.
3. Include the Project Summary of Pay Items in Plans (FDM Series 300 only).
4. Include Project Edit Report with submittal (FDM 900 Series only).

PH III SUBMITTAL:

1. Pay items and quantities required to be Complete.
 - a. Submit pay item and quantity updates to Turnpike for loading in Designer Interface a minimum of one week prior to PH III submittal
2. Include Project Summary of Pay Items in Plans.
3. All proposed DEVs, MSPs and TSPs must be submitted no later than Phase III for coordination, review, and approval.
 - a. No PH IV submittal should occur until any issues noted during review of proposed DEVs, MSPs and TSPs, are resolved, and final approvals obtained. See [Turnpike Specifications – Approval Process \(MSPs, TSPs, DEVs\)](#) for more specific information related to each Specification type.
 - b. Proposed DEVs, MSPs and TSPs may be submitted earlier than Phase III, at Phase II for example, but the Lead EOR has responsible charge to ensure all Spec language is current/applicable to Letting date.
4. If Phase III is being skipped in project schedule, all Pay Item and Spec Requirements listed must be submitted with Phase II instead (i.e., must be included with the submittal that is prior to Phase IV).

PH IV SUBMITTAL:

1. Pay items and quantities required to be Final.
 - a. Submit any pay item and quantity updates to Turnpike for loading in Designer Interface a minimum of one week prior to PHIII submittal.
2. Proposal Summary of Pay Items must be shown with quantities (FDM Series 300 only).
3. This submittal should include the Draft Specifications Package (not signed & sealed) for review (along with supporting documents – PDF of the workbook, signed QA/QC Specifications Checklist, etc).
 - a. The Draft Specifications Package will include any/all MSPs and TSPs which were previously submitted, reviewed, resolved where applicable and approvals provided.

PS&E (“PRODUCTION”) SUBMITTAL:

1. S&S Contract Documents. All previous issues/comments should be resolve