

**Florida's Turnpike Enterprise**  
Consultant Prepared Specifications Package  
Quality Control and Assurance Checklist

Form last updated: 06/23/2023

**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
  
- 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) are listed on TSP Header and TOC
  
- 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
  
- 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
  
- 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.
  
- 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 (BOE) and BOE Pay item Details.