

# Specification Reviews

List of common Specification related errors found during Phase submittal reviews to help reduce avoidable ERC comments.

# Specifications

## Common errors and omissions

- Required Specification supporting documents not included with submittals (Ph IV, PS+E, Production submittals):
  1. PDF of Workbook used to create Specification Package
  2. Completed and signed Turnpike Specifications QA/QC Checklist
  3. Signed and sealed TSPs
- EOR Specification Package Preparation Training Certificate (invalid/incomplete):
  1. The EOR must complete the required training courses prior to signing and sealing any Specification Package for FDOT projects
    - a. Initial Training Course: [Consultant Specification Package Preparation Training](#)
    - b. Recertification Training Course: [Specifications Package Preparation Recertification CBT](#) (required every 5 years)
- Incorrect formatting:
  1. Specification Package Footer should list Lead FPID followed by “,ETC.” when applicable (e.g., “FPID(s): 123456-7-89-01, ETC.”; all FPIDs included on Specification Package cover sheet
  2. Table of Contents
    - a. Include any inserted MSP Section Titles, in numerical order
    - b. Must be interactive
  3. Appendix – TSPs
    - a. TSP Sections are listed in Appendix
- Special Provisions (missing/incorrect):
  1. Include all Special Provisions required per the latest Construction Memo
  2. Include all Special Provisions required per the Usage Notes provided in Specs on the Web
  3. Scope of Work – Intent of Contract (SP040100) project description should:
    - a. List major project components (ex: milling, widening, bridge work, guardrail, etc.)
    - b. Identify Name of Road, SR #, beginning and ending MP, County (ex: Seminole Expressway (SR 417) from MP 37.994 to MP 44.609 in Seminole County)
  4. Only include approved versions of MSPs/TSPs (language should match exactly)
- MSPs included in Specification Package should only be the approved versions
- MSPs should be inserted into the Specification Package per the [Specification Handbook](#)