

Specifications Approval Process – MSPs, TSPs, DEVs

The processes of developing and submitting: Modified Special Provisions (MSPs), Technical Special Provisions (TSPs) and Developmental Specifications (DEVs) for review and approval. This process should be followed in conjunction with the Turnpike Specification & Estimate - Submittal Guidelines. Use the Turnpike Specifications Tracker - MSPs & TSPs to track the status of Project Specifications.

Developmental Specifications (DEVs)

Request/Approval

1. Consultant requests use of developmental specifications from [FTE Specifications Office](#) with the following info included:
 - a. Name of DEV being requested:
 - b. Construction Contract Number (if assigned):
 - c. ALL Department affected FPIDs & Project Descriptions:
 - d. Letting Date:
 - e. State Road:
 - f. Milepost Limits of applicability of requested DEV language:
 - g. Brief project specific justification/explanation for this DEV Approval Request:
 - h. What SWZ strategies are planned (e.g., dynamic lane merge, speed harmonization, queue wanting, etc.) (if applicable):
2. Turnpike Specifications & Estimates will coordinate with Central Office Specifications to review and provide final approval/disapproval along with the applicable word documents and any associated pay items.

Modified Special Provisions (MSPs)

Development

1. Request Word documents from [FTE Specifications Office](#) with the following info included:
 - a. Specification Sections needed to modify (e.g., Section 110 – Clearing and Grubbing)
 - b. Brief justification for the intended modifications
 - c. FPID and Letting Date
2. FTE Specifications Office will provide:
 - a. Blank MSP S&S Form
 - b. Word documents for all requested Sections
 - c. Instructions for developing and submitting MSPs
3. Follow instructions provided to develop and submit MSPs for review and approval.
 - a. MSP word document, MSP S&S Form, and all other supporting documents must be sent as separate/individual documents and must use the following nomenclature:
 - i. MSP file name: 11 Digit FPID-MSP#
 - Example: FPID 123456-1-52-01, MSP 100 → **12345615201-100**
 - ii. MSP S&S Form file name: 11 Digit FPID-MSP# S&S
 - Example: FPID 123456-1-52-01, MSP 100, S&S Form → **12345615201-100 S&S**
 - iii. Additional Supporting Documents file name: 11 Digit FPID-Documents Title
 - Example: FPID 123456-1-52-01, Plan Detail related to MSP → **12345615201-Plan Detail**
 - b. MSP submittal email to Turnpike Specs must include the following information for each MSP:
 - FPID (11 digits):
 - Section Number:
 - Section Name:
 - Letting Month:
 - Letting Year:

Review/Approval

1. FTE Specifications Office will coordinate with Central Office Specifications to complete technical discipline review and approval of MSPs.

2. Any comments received from Central Office Specifications will be forwarded to the EOR with a request for response. FTE Specifications Office will coordinate with the EOR and Central Office Specifications until all comments are resolved.
 - a. If revisions are required due to comments received, a word document with comments will be sent back to you. Do not change the file name of this document. Make required revisions and respond to comments within the same document. Send back the updated MSP document without modifying the file name.
3. FTE Specifications Office will send approval email to EOR with the approved MSP version attached.
4. Please see the new [MSP Guide](#) for further details.

Technical Special Provisions (TSPs)

Review/Approval

1. Consultant sends TSPs to FTE PM for ERC review as early as possible in the Plans development, but no later than Phase III submittal.
2. FTE PM creates an ERC submittal for review of TSPs with any required technical disciplines assigned as reviewers.
3. After any TSP ERC comments have been reconciled the FTE Specifications Office will coordinate with General Counsel for review and concurrence of TSPs.
4. FTE Specifications Office will provide approval and document General Counsel review in ERC.

FDOT SPECIFICATIONS – HELPFUL LINKS:

- [FDOT Specification Guidance](#)
- [Plans, Specs and Estimates – Florida's Turnpike \(floridasturnpike.com\)](#)