



# GDOT Publications

## Policies & Procedures

**Policy:** 2445-1- Specifications Guidelines  
**Section:** Specifications Guidelines  
**Office/Department:** Office of Engineering Services

**Reports To:** Engineering Services  
**Contact:** 404-631-1000

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### **PART 1–GENERAL INFORMATION**

The GDOT Standard Specifications for Construction of Transportation Systems have been rewritten.

**The first use of the new Specifications (2013) in GDOT contracts will be in the November, 2013 letting.**

To assist in preparation of the Plans and Project Special Provisions, an electronic .PDF version of the 2013 Standard Specifications, Supplemental Specifications, and approved Shelf Special Provisions ("the Source") is available at <http://www.dot.ga.gov/doingbusiness/theSource/Pages/home.aspx>.

These files are for reference only. In the event of a discrepancy, the printed versions are the legally binding version.

The Office of Construction Bidding Administration will only use Supplemental Specifications and Shelf Special Provisions provided by the Office of Engineering Services.

The Office of Construction Bidding Administration will generate the PDF files from "Word" files provided by Engineering Services when the distribution of the approved specification is made and "the [Source](#)" will be updated.

The Office of Construction Claims must approve all Special Provisions for Sections 101 through 109 before they are submitted with the final plans.

### **PART 2–DEFINITIONS**

**Standard Specification** – A Specification published in the current GDOT Standard Specifications–Construction of Transportation Systems (2013).

**Supplemental Specification** – A change or addition to the Standard Specifications that has completed the Supplemental Specification Review Process and therefore is approved for use on all projects.

**Special Provision** – Additions or revisions to the Standard or Supplemental Specifications. The Special Provision may either be written for a specific project or may be a "Shelf" Special Provision.

**Project Specific Special Provisions** are submitted, reviewed and approved with the project plans.

**Shelf Special Provisions** are Special Provisions that are used on a large number of projects (or are used with specific pay items or in specific circumstances) and are added to the proposal by the Office of Construction Bidding Administration. Shelf Special Provisions must be approved by the Specification Team prior to use. In the event that special circumstances require the immediate use of a Shelf Special Provision, permission to use the Special Provision for a limited time may be granted by the Office of Engineering Services (Specification Team Leader) while the Specification Team is processing the Special Provision.

Note that if a Supplemental Specification has been approved for a specific subsection and printed in a Supplemental Specification book, another Supplemental Specification for the same subsection cannot be approved until a new book is printed. There is no

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method in the Specifications to assign a priority to two Supplemental Specifications (even with different dates) on the same subsection. If another change to the same subsection is required, it will be approved for use as a Shelf Special Provision until it is included in the next printing of a Supplemental Specification book.

**Specification Team**—The Specification Team consists of members from the following:

Engineering Services (Specification Team Leader) - [clovett@dot.ga.gov](mailto:clovett@dot.ga.gov)

Preconstruction – [bduvall@dot.ga.gov](mailto:bduvall@dot.ga.gov)

Construction – [mmastronardi@dot.ga.gov](mailto:mmastronardi@dot.ga.gov)

Operations – [pdenard@dot.ga.gov](mailto:pdenard@dot.ga.gov)

Materials and Testing - [byoung@dot.ga.gov](mailto:byoung@dot.ga.gov)

FHWA – [Kendra.Fly@fhwa.dot.gov](mailto:Kendra.Fly@fhwa.dot.gov)

### **PART 3—PROCEDURE FOR REQUESTING A SPECIFICATION CHANGE**

1. Identify need for Specification Change.  
Note: If an error or conflict is found in the Standard Specifications, or Supplemental Specifications, or Shelf Special Provisions it should be corrected using the "errata" Special Provision. Contact the Specification Team Leader for information on making the change.
2. The person who identifies the need for the change shall draft the revision. Contact the Specification Team Leader for information on making the change.
3. Submit the proposed change to your Specification Team Member for Screening. The Specification Team Member will forward acceptable requests to the Specification Team Leader. [A **review version** (that shows the original specification with the deleted text "lined through" and the added text highlighted) and a **contract version** are required.]
4. If the Specification Team determines that additional changes are needed, the specification will be returned to the author with the Specification Team comments for further changes. If the Specification Team determines that the submitted document is satisfactory as submitted (or minor changes are made by the Specification Team), the specification change will continue to be processed.
  - a. If the specification change is a shelf Special Provision, it will be made available for use on future projects.
  - b. If the specification change is a Supplemental Specification, it will be sent to the Office of Construction Claims. The Office of Construction Claims will coordinate the GQI review process. When a Supplemental Specification is approved, it will be included in all project proposals. When enough Supplemental Specifications have been approved, the Office of Construction Bidding Administration will publish a book of the current Supplemental Specifications. This book will be dated the year it is published. Supplemental Specifications approved after a Supplemental Specification Book is published (or before the first book) will be stapled into the contract proposals.

When the GQI review has been completed, the specification will be made available for use on future projects.

### **PART 4—INFORMATION LOCATION**

The Specification Team Leader (Engineering Services) will maintain the Specifications. The following will be available:

- A "Word" version of the Standard Specifications as published in the Standard Specifications Book.
- A "Word" version of all approved Supplemental Specifications separated into two categories. (Published in a current Supplemental Specification Book and awaiting publication).
- A "Word" version of all approved Shelf Special Provisions.
- A "Word" version of an "errata" Special Provision.

The Office of Construction Bidding Administration will maintain a "Word" version of many project specific Special Provisions that have been submitted electronically and used in projects let with the 2013 Specifications. **In order to maintain this information, an electronic version (WORD) of all Project Specific Special Provisions shall be submitted to The Office of Construction Bidding Administration with the final plans in addition to the paper copy.** These files can be used for reference and modified for use on other projects. Note that these Special Provisions may have been acceptable for use on a specific project because of plan details and notes that provided additional information. The project manager must not use these documents without verifying that they are specifically edited for the project.

## PART 5–INSTRUCTIONS FOR SPECIFICATIONS WRITING

Do not use the Justify alignment.

Use black font color.

Use full date format (i.e., December 12, 2002).

Use only one space following a period.

Do not use the spacebar for tabs or indentations. Use the tab key and the tab alignment ruler buttons. Set default tab stops at 0.5 inches.

When setting the document up, go to File on the tool bar, click on Page Setup and ensure that the following boxes are filled in as noted and click OK.

NOTE: Images not shown.

For special provisions, edit the appropriate subsections of the existing source document. In the past, where most of the change would go under one subsection, the imperative mood document may require that the same information be placed in several subsections.

Text to be presented in tabular form is to be put in boxed table format as shown below and according to the font type and sizes shown. Center all titles and table sub-headings. Center text where appropriate to ensure neatness and readability.

<b>Table 1–Specification Font Formats</b>				
<b>Item</b>	<b>Font Formats</b>			
	<b>Type</b>	<b>Size</b>	<b>Style</b>	<b>Alignment</b>
<b>Special provision Headings</b>				
Date	Times New Roman	10 pt	Regular	Right
Georgia Department of Transportation	Times New Roman	14 pt	Bold	Center
State of Georgia	Times New Roman	14 pt	Bold	Center
Special Provision	Times New Roman	14 pt	Bold	Center
Section-105 Control of Work	Arial	14 pt	Bold	Center
Delete Subsection 105.1 and substitute the following:	Times New Roman	12 pt	Italic	Center
<b>Specification Parts</b>				
Title (Section 441-Miscellaneous Concrete)	Arial	14 pt	Bold	Left
1st Level Heading (441.1 General Description)	Arial	12 pt	Bold	Left
2nd Level Headings (441.1.02 Related References)	Arial	10 pt	Bold	Left
3 <sup>rd</sup> Level Headings (A. Standard Specifications)	Times New Roman	10 pt	Bold	Left
Specification body text	Times New Roman	10 pt	Bold	Left
<b>Tables</b>				
Headings	Arial	12 pt	Bold	Left
Sub-Headings	Arial	10 pt	Bold	Left
Table Text	Arial	9 pt	Regular	Left

### **[Specification template](#)** –

When using graphics with the specification, use Insert - Picture - From File. Do not hyperlink the graphics to the file. Hyperlinks will not work when the specification is converted to .PDF format for the Web.

### **Example Special Provisions:**

Example of "Add the following Subsections"

Special Provision [513.4](#) Special Provision [150.11](#) Special Provision [108.08](#)

Example of "Delete subsections and substitute the following"

Special Provision [911](#)

Example of "Add a complete Special Provision"

Special Provision [453](#)

Example of "Add a Special Provision that is a variation of an existing Specification"

Special Provision [653](#)

Example of "Delete an entire Section and substitute a new Section"

Special Provision [149](#)

### **References:**

[Click here](#) to enter Policy references, if any.

### **History:**

annual review: 12/02/14;

added to TOPPS: 08/2/02

Reviewed: 12/2/2014