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### 600.01 Introduction

Contract Provisions are legally enforceable specifications to contracts formed between the Washington State Department of Transportation (WSDOT) and contractors.

#### 600.01(1) *General*

Contract Provisions consist of the following:

1. Notice to Planholders
  - Project Engineer's name, address, and phone number
2. Table of Contents
3. Amendments
  - Revisions to the *Standard Specifications for Road, Bridge, and Municipal Construction* (Standard Specifications)
4. Special Provisions
  - A combination of the General Special Provisions (GSPs) and project-specific provisions
5. Boring Logs
  - All final boring logs provided by the WSDOT Geotechnical Division, Region Materials Engineers, and/or consultants
6. Federal-Aid Provisions
  - For federal-aid projects
7. Prevailing Minimum Hourly Wage Rates
  - State, federal, or both, depending on project funding
8. Proposal (informational copy)
  - Subcontractor List
  - Signature Page
  - Declaration of Non-Collusion
  - Certification for Federal-Aid Contractors
9. Appendices to the Special Provisions
10. Forest Service Provisions (if applicable)
11. Railroad Insurance Forms (if applicable)
12. Other Documents

## 600.01(2) PS&E Word Program

This section will discuss the PS&E Word Program, Amendments, GSPs, and project-specific provisions.

The Amendment and Special Provisions sections of the Contract Provisions are created using the WSDOT “PS&E Word Program” (see the Appendices for a User’s Guide). Each Amendment and GSP is given a unique file name. That file name is a number that corresponds to the section of the *Standard Specifications* being supplemented or revised by the document. Project-specific provisions are assigned a unique file name by the writer of the document.

The designer makes a list, called the run-list, of the applicable file names, and the computer system compiles the actual documents in the order requested on the run-list.

The PS&E Word Program allows the designer to access the Amendments and GSPs through the region’s computer network system and enables designers to:

- Read the documents.
- Compile the run-list.
- Write the project-specific information.
- Insert the information in the run-list.
- Compile the completed Contract Provisions.
- Create the Table of Contents.

WSDOT offices, consultants, and local agencies not connected to the WSDOT computer network system can download the PS&E Word program, Amendments, and GSPs from the Internet. Access this information on the WSDOT Project Development – Specifications, Amendments, and GSPS website at: [www.wsdot.wa.gov/Design/ProjectDev/Specifications.htm](http://www.wsdot.wa.gov/Design/ProjectDev/Specifications.htm)

For program compatibility issues, contact the WSDOT HQ Strategic Analysis Estimating Office (SAEO) for help.

The Internet information is updated on the same schedule as the WSDOT system, so the information is always current. It is the user’s responsibility to regularly check for program, Amendment, and GSP updates at the Project Development Specifications website (see above) or by signing up for e-mail alerts at:

[http://service.govdelivery.com/service/subscribe.html?code=WADOT\\_75](http://service.govdelivery.com/service/subscribe.html?code=WADOT_75)

Assistance with the PS&E Word Program and the Amendment and GSP information is available through the HQ Strategic Analysis Estimating Office (SAEO) at:

[www.wsdot.wa.gov/Design/ProjectDev/Specifications.htm](http://www.wsdot.wa.gov/Design/ProjectDev/Specifications.htm)

For complete instructions on how to use the PS&E Word Program, access the User’s Guide for PS&E Support Contract Provisions at:

[www.wsdot.wa.gov/publications/fulltext/projectdev/manuals/PS&EManual.pdf](http://www.wsdot.wa.gov/publications/fulltext/projectdev/manuals/PS&EManual.pdf)

## 600.02 Amendments

### 600.02(1) General

The Amendments are revisions to the *Standard Specifications* that occur between printings. They are distributed by the HQ SAEO.

It is important for all designers to have the opportunity to see the Amendments when they are distributed so they are aware of changes in requirements, materials, and how work is being measured and paid. Too often, the most recent Amendments are included in a project and they conflict with information in the Special Provisions, the plans, or both, because the designer did not stay current with the changes. These conflicts can be costly.

The Index to the Amendments contains the file name, section heading, date of last revision, and instructions for use.

The Amendments file name identifies the section of the *Standard Specifications* being amended. For example, 10.AP1 indicates that Section 1-10 is being amended. When you create a Table of Contents using the program, the Amendment file name will be shown to the left of the section heading. When using the program, the Amendment filenames will automatically add to your run-list based on the options you choose.

It is recommended that you develop a system for marking your copy of the *Standard Specifications* to indicate the areas that have been revised by Amendment. When writing Special Provisions, this system makes it easy for you to determine whether the information in the book is the latest or it has been revised by an Amendment.

## 600.03 Special Provisions

### 600.03(1) General

The Special Provisions consist of the General Special Provisions (GSPs), Region General Special Provisions (RGSPs), and the project-specific provisions.

### 600.03(2) GSPs

GSPs are provisions that are written to cover legal and construction requirements that may occur on a project. They supplement or revise the *Standard Specifications* and are written to provide statewide standardization for the work covered. The State Construction Engineer is the approving authority for all changes made to the *Standard Specifications*, including GSPs. Consequently, after approval, these are available for use, in their original state, for multiple projects.

The Index to the GSPs contains the file name, section heading, date of last revision, and instructions for use.

The GSP file names are directly related to the divisions in the *Standard Specifications*. For example, 8-01.3.GR8 would be a GSP that either revises or supplements Section 8-01.3. The extension GR (General Roadway) is followed by the division number of the Standard Specification. The file name 8-01.3 refers to the section (01) and subsection (3) in the division.

A GSP is to be used, as is, if it is applicable to the project being developed. HQ Construction Office approval is needed for any revisions to GSPs.

### 600.03(3) **RGSPs**

RGSPs are provisions that are written to cover the legal and construction requirements that occur on projects that differ from region to region. They supplement or revise the *Standard Specifications* and are written to provide regionwide standardization for the work covered.

RGSPs are approved for region use by the State Construction Engineer. After initial approval, no justification needs to be submitted to the State Construction Engineer to incorporate an RGSP into your contract package. Any modifications to an already approved RGSP will require resubmittal to the State Construction Engineer.

The Index to the RGSPs contains the file name with a region identifier, section heading, date of last revision, and instructions for use.

The RGSP file extension has a region identifier assigned to each region after the file name. The identifier is .DT1 through .DT6 depending on what region is applicable. For example, 0108.DT1 would be for the Northwest Region.

### 600.03(4) **Project-Specific Provisions**

The project-specific provisions are written by the designer to supplement or revise information in the *Standard Specifications* and Amendments to make them fit the project being developed. Project-specific provisions are not to duplicate information contained in the *Standard Specifications*, Amendments, GSPs, or plans.

Approval of project-specific specifications that alter the *Standard Specifications* (WSDOT Spec. book) is required prior to inclusion in your contract. All project-specific specifications are to be sent, along with justification, to the State Construction Engineer for concurrence and approval. Special provisions prepared by a support group must be reviewed to ensure they fit within the specifications/Special Provisions of the project. Any changes to a support group Special Provision must have concurrence and approval prior to sending it to the State Construction Engineer.

Project-specific provisions should be thought of as “project-specific Amendments.” In order to know what information needs to be added to supplement the information in the *Standard Specifications*, or what information in the *Standard Specifications* needs to be revised to be applicable to the project, you have to be familiar with the information in the *Standard Specifications*. No one is expected to memorize it, but you are expected to read the applicable information and Amendments before you start writing. The field inspector will be using the *Standard Specifications* to construct the project, so it is reasonable that you use it as a design tool and the basis for every project-specific provision you write.

Project-specific provisions will be preceded by six asterisks in parentheses (\*\*\*\*\*). The asterisks are to be placed after Standard Specification headings and ahead of the project-specific information that either supplements or revises the Standard Specification, as follows:

ROADWAY EXCAVATION AND EMBANKMENT (Spec. book heading)

**Construction Requirements** (Spec. book section)

**Roadway Ditches** (Spec. book subsection)

Section 2-03.3(9) is supplemented with the following:

(\*\*\*\*\*)

Project-specific information goes here

If the designer has written a new project-specific subsection, the asterisks would go after the Standard Specification section heading and ahead of the new subsection heading, as follows:

ROADWAY EXCAVATION AND EMBANKMENT (Spec. book heading)

Construction Requirements (Spec. book section)

**Roadway Ditches** (Spec. book subsection)

Section 2-03.3(9) is supplemented with the following:

(\*\*\*\*\*)

**Rock Fallout Ditches** (new, project-specific subsection)

Project-specific information goes here.

Refer to the Appendices for a User's Guide to the PS&E Word Program.

## 600.04 Format

### 600.04(1) General

The Special Provisions will follow the format found in the *Standard Specifications*. Most of the information will appear under the same main headings as the division headings in the *Standard Specifications*.

Generally, Divisions 2 through 8 in the *Standard Specifications* each have the following five sections:

1. Description
2. Materials
3. Construction Requirements
4. Measurement
5. Payment

There will be occasions when the work being performed does not fall under one of the divisions in the *Standard Specifications*, and the designer will have to write a complete new specification called a Stand Alone. However, the format will remain the same and the designer will simply be responsible for providing all of the information. In these types of specials, the designer does not write what division they are supplementing, revising, and so on, in the special.

Because the *Standard Specifications* are the beginning point for every GSP and project-specific provision, before writing anything, you need to first explore the *Standard Specifications* and determine which sections need to be supplemented or revised to get the desired work performed.

If the information is adequately covered in the *Standard Specifications*, then there is nothing to write. The most difficult part of writing good Special Provisions is providing the proper amount of information—not too much, not too little—to get the desired results.

### **600.04(2) Description**

The description is a brief statement of what the work is, written in the following format example:

“This work shall consist of removing and disposing of concrete inlets.”

If the work is “furnishing and installing modified catch basins,” a description would not be required, since the description in Section 7-05 of the *Standard Specifications* covers the construction of all kinds of manholes, inlets, and catch basins. The writer could move on to the materials section and explain any differences in the materials for the modified catch basin.

If a description is required, it will **not** contain:

- Detailed information, such as station limits of the work or quantities.
- Phrases like “as detailed in the Plans,” “as shown in the Plans,” or “as directed by the Engineer.”

If there is a detail in the plans, save this information for the construction requirements section.

It is the designer's responsibility to show the location of every item of work in the plans. It is not necessary to keep stating this in the Special Provisions.

Engineers do not direct the work on the project—they administer the project. The only work that is “directed” by the Engineer is force account work and work that is done off the project; for example, “the Contractor shall deliver the salvaged material to the maintenance site and stack it as directed by the Engineer.”

### **600.04(3) Materials**

The Materials section will normally reference the appropriate section of the *Standard Specifications* or the appropriate section of a nationally recognized material specification such as AASHTO or ASTM.

All materials information is to be in the Materials section of the Special Provisions. If a detail in the plans has materials information on it, it is not necessary to repeat the information in the Special Provisions. However, there will have to be a reference in the Special Provisions to let the reader know where to find the information. A statement such as “Materials requirements for (whatever it is) are on the detail in the Plans” is all that is required to get the reader to the information. Do not indicate a specific plan sheet number, but rather reference a series of plans (such as Drainage Plans or Drainage Details) using the same wording as shown on the Index sheet, so the information can be easily found.

The *Standard Specifications* defines the requirements for materials used in road and bridge construction. There may be occasions when the regions have the need to change these requirements by Special Provision. The regions are to notify the Construction Materials Engineer at the HQ Materials Laboratory and request concurrence with the specification change prior to including the Special Provision in the contract documents.

In some situations, the regions may have a need to reduce the testing frequency of certain materials. This can be accomplished by one of the two following methods:

- Before construction: Contact the Construction Materials Engineer at the HQ Materials Laboratory and request concurrence with the frequency change prior to reducing the testing frequency.
- During construction: Follow the guidance in Section 9-1.1 of the *Construction Manual*, PE Authority for Materials Approval and Acceptance.

To change the testing requirements of a material, such as testing aggregate by visual inspection, request and obtain approval from the HQ Construction Materials Engineer.

When writing a materials specification that includes a revision to Division 9 materials requirements, include the materials requirements within the Special Provision it pertains to—do not place the materials specification in Division 9.

#### **600.04(4) Construction Requirements**

The construction requirements must be written to clearly describe what needs to be done. Define the work that the contractor is to perform, and provide any specific requirements that need to be completed or met in order to complete the work. Do not specify *how* to do it or explain *why* the work needs to be done.

Construction requirements are to be shown in the order in which the work is to be performed.

If there is a detail in the plans, this is where a statement would tell the contractor to “construct the (whatever it is) as detailed in the Plans.”

Construction requirements are to be placed in the Special Provisions where they are enforceable.

#### **600.04(5) Measurement**

The measurement statement will be written to describe how the work or material will be measured, not the pay item name. For example, write “measure the removal of drainage structures,” not “Removing Drainage Structures,” (pay item name), or “measure culvert pipe,” not “Schedule A Culv. Pipe 12 In. Diam.” (pay item name).

It is important to read the measurement statement found in the *Standard Specifications*, because many times it will apply to items that would seem to be project-specific. For example, if the project has the item “Special Culv. Pipe 12 In. Diam.,” the measurement statement found in the *Standard Specifications* applies to all culvert pipe: standard, special, modified, and so on.

To be complete, the measurement statement needs to include not only the unit of measure, but information as to when and where the measurement will be made. For example, “The length of culvert pipe or pipe arch will be the number of linear feet of completed installation measured along the invert.”

**600.04(6) Payment**

The payment statement needs to be written in quotes and followed by the unit of measure. The bid item has to have the exact same name found in the Summary of Quantities; for example, "Adjust Catch Basin", per each. Generally this is all that would be required for the payment statement.

If there is additional work associated with the item, the payment statement needs to also describe the work included. For example:

"Removing Manhole", per each.

The unit contract price per each for "Removing Manhole" shall include all costs for sawcutting existing pavement associated with the removal.

There should be no surprises in the payment statement. If sawcutting is required and is to be included in the cost of the catch basin removal, it has to have been discussed in some other section of the Special Provision. It will not just show up in the payment statement as being required and included in the cost of the item.

**600.04(7) Text General Guidelines**

Special Provisions and the plans shall adhere to several general guidelines:

1. Write in a clear, concise, and complete manner.
2. Avoid the use of nonstandard words or numerous cross-references to other specifications.
3. When cross-referencing is necessary, ensure the provision is capable of standing alone as an explanatory document.
4. Place punctuation outside the quotation marks used with a bid item.
5. Capitalize the following words within the text: Contractor, Engineer, Plans, Section (referring to a specific section of the *Standard Specifications*), Special Provisions, *Standard Specifications*, *Standard Plans*, State, and Contracting Agency.
6. Use "all costs" or "all expenses," but not both.
7. Use "as shown in the Plans" rather than "as shown on the Plans."
8. Avoid repetition of information available from other parts of the contract document, including the *Standard Specifications*.
9. Avoid abbreviations, except for those included within a bid item name.
10. Use the word "shall" to denote work to be done by the Contractor.
11. Use the word "will" to denote something the State is to do.
12. Do not use "Incidental to and included in" as a combination phrase. "Incidental to" refers to a general type of work, such as earthwork or paving, whereas "included in" links payment to a specific item of work.
13. Avoid "As directed by the Engineer." Both "As designated by the Engineer" or "As staked by the Engineer" are applicable within the project limits.

14. Avoid using " to the satisfaction of the Engineer." If enough information is available to describe a standard of work, the description is preferable.
15. Avoid "and/or" where possible. For example, "steel, wood, or both" is preferable to "steel and/or wood."
16. Avoid "as per" as a substitute for "in accordance with."
17. Use alpha notation when referring to a number of things; for example, install two catch basins.
18. Express all measurement units in Arabic numerals; for example, 6 inches, 20 feet, 1.5 miles, and so on.
19. Express counted numbers as follows:
  - Spell out numbers 1 through 10 (for example, six working days, seven catch basins, and so on).
  - Use Arabic numerals for numbers larger than 10 (for example, 35 working days, 24 hours, and so on).
  - Spell out all numbers that begin a sentence. If your sentence starts with a large number, try to reconfigure your sentence.
  - Do not use Arabic and spelled-out numbers together.

