

STANDARDS PROCESS HELP FILE

Instructions, definitions, processes, and requirements relating to Standard and Supplemental Specifications and Drawings, Special Provisions, Table of Contents, Advertising Checklists, Measurement & Payment, and Acceptance & Documentation.

Standard Specifications:

- Approved by the Standards Committee.
- Changes can only be made by the Standards Group.
- Designers cannot modify or replace a Standard but can create a Special Provision.
- Notify the Standards Group of any Section that contains an error or does not meet design or construction requirements.
- Web location: <http://www.udot.utah.gov/go/2012specifications>

Supplemental Specifications:

- A complete Supplemental Specification replaces all or creates a new Standard Specification. A Supplemental Specification can also delete a current Standard Specification.
- An "M" Supplemental Specification modifies an existing Standard Specification.
- Approved by the Standards Committee.
- Notify the Standards Group of any Section that contains an error or does not meet design or construction requirements.
- Changes can only be made by the Standards Group.
- May result in a new or modified bid item.
- Web location: <http://www.udot.utah.gov/go/2012specifications>

Standard Drawings:

- Approved by the Standards Committee.
- Changes can only be made by the Standards Group.
- Designers cannot modify or replace a Standard Drawing.
- Use a Project Plan Sheet for new drawings or to modify an existing Standard Drawing.
- Notify the Standards Group of any drawing that contains an error or does not meet design or construction requirements.
- Web location: <http://www.udot.utah.gov/go/2012drawings>

Supplemental Drawings:

- Replaces a Standard Drawing or introduces a new Standard Drawing. A Supplemental Drawing can also delete a current Standard Drawing.
- Approved by the Standards Committee.
- Changes can only be made by the Standards Group.
- Notify the Standards Group of any drawing that contains an error or does not meet design or construction requirements.
- Web location: <http://www.udot.utah.gov/go/2012drawings>

Special Provisions:

- All Special Provisions are Project Specific and are maintained by individual divisions or regions.
- Standards Committee approval is not required.
- Replaces all or part of a Standard Specification or introduces a new Standard for a specific project.
- An “M” Special Provision modifies part of an existing Standard Specification.
- An “S” Special Provision creates a new or entirely replaces an existing Standard Specification.
- May result in a new or modified bid item.
- Department Special Provisions are maintained by the Standards Group.
- Construction, Hydraulics, Innovative Contracting, Materials, Structures (Bridge Design), Structures (Accelerated Bridge Construction), Traffic & Safety, Traffic Management, and Utilities Special Provisions are maintained by these respective areas in coordination with the Standards Group.
- Contact the owning area on applicability of each Special Provision and receive permission to use that Special Provision before using on a project.
- These Special Provisions may not match between the Table of Contents (TOC) listing and the area’s Web site.
 - If a Special Provision is listed on the TOC, but not found on that area’s Web site or on a referenced Web site then it has been removed by the owner. Refer back to the Standard Specification for that Section.
 - If a Special Provisions is found on that area’s Web site or on a referenced Web site, but not listed on the TOC then that particular Special Provision was added since the last version of the TOC was published. Add the respective Special Provision to the TOC and use in the project after contacting the owning area and receiving permission to use that Special Provision.
- Notify the Standards Group of any Department Special Provision that contains an error or does not meet design or construction requirements.
- Notify the Standards Group or owning area of any Special Provision that contains an error or does not meet design or construction requirements. Changes are allowed to all Special Provisions at the design level, however coordinate with the owning area before making any modification other than the date or adding the Section Name, Project Number, or PIN Number.
- An explanation and use of Department Special Provisions can be found from the 2012 Special Provisions web. Web location:
<http://www.udot.utah.gov/go/2012specialprovisions>

- Links for Construction, Hydraulics, Innovative Contracting, Materials, Structures (Bridge Design), Structures (Accelerated Bridge Construction), Traffic & Safety, Traffic Management, and Utilities Special Provisions can be found from the 2012 Special Provisions web.
Web location: <http://www.udot.utah.gov/go/2012specialprovisions>

Table of Contents (TOC):

- Four types of project templates are provided.
- New instructions are included at the beginning of each TOC file.
- Review those instructions carefully.
- Document date shows latest issue.
- Items that changed since the last issue show document date in bold.
- An updated list of Department Special Provisions, Construction, Hydraulics, Innovative Contracting, Materials, Structures (Bridge Design), Structures (Accelerated Bridge Construction), Traffic & Safety, Traffic Management, and Utilities Special Provisions and Supplemental Specifications is provided based on the current publishing cycle.
 - Refer to the Construction, Hydraulics, Innovative Contracting, Materials, Structures (Bridge Design), Structures (Accelerated Bridge Construction), Traffic & Safety, Traffic Management, and Utilities Special Provisions Web sites to verify usage and obtain most current Special Provision.
- Item II, List of Supplemental Drawings is updated by the Standards Group. Do not modify this area.
- Insert required Supplemental Drawings (Region or Consultant design). Refer to "INSERT" note in the TOC instructions. Drawings are inserted in either the TOC or Plan Set depending on type, Small or Large Plan Sets.
 - Item IX, Federal and State, 8½ x 11 Plan Sheets, Supplemental Drawings spreadsheet list is provided by the Standards Group.
 - Federal and State, 11 x 17 Plan Sheets, Supplemental Drawings spreadsheet list is provided by the Standards Group.
 - Remove drawings not required for the project from the spreadsheet list.
- Using provided bookmarks in applicable TOCs add required DBE information.
- Standard Drawings Index is updated by the Standards Group. Do not modify this area.
- Insert information where required for each project.
- Delete introductory instructions as indicated at the top of each file when no longer needed and before submitting the TOC for project advertising.
- Web location: <http://www.udot.utah.gov/go/2012toc>

Project Checklists:

- Advertising checklists and instructions provided for Federal, State, Design-Build, and CMGC projects.
- Risk Assessment checklist provided.
- Contractual Maintenance Project Authorization and Project Insurance Basics information provided.
- Use as required for each project.
- Contact the Construction Division, Advertising Section for update.
- Web location: <http://www.udot.utah.gov/go/2012projectchecklists>

Measurement and Payment:

- Replace the last number of a nine digit bid item number with an asterisk "*" to indicate a special provision. Check that bid item numbers and Special Provision numbers match. Example: bid item 02216001* will have a corresponding Special Provision 02216S or 02216M. Use an asterisk only on bid item numbers changed by a Special Provision. Asterisks used in a bid item number collects no history in PDBS.
- Use a "P" as the last number in a bid item when a specific bid item cannot be found and a Standard Specification or Supplemental Specification covers the work required. Example: Concrete Curb Type Z, could use bid item number 027710020, Concrete Curb Type M2, and change the number to 02771002P. Change the title of the item to Concrete Curb Type Z. P used in a bid item number collects no history in PDBS.

Measurement and Payment and Acceptance and Documentation:

- The Measurement and Payment document (M&P) and Acceptance and Documentation Guide (A&D) can be created in the PDBS system through this web link <https://app.udot.utah.gov/apex/pdbs/f?p=214:1>
- Detailed instructions with screen shots A&D are available at <http://www.udot.utah.gov/go/2012a-d>

Additional Information:

- Specifications Writers' Guide - Web location: <http://www.udot.utah.gov/go/standardsreferences>
- Master Files - Blank Master Specification file, Special Provision Designation Explanation, Special Provision templates for "M" and "S" types, Unique Number List, and Standards Committee Submittal Sheet, Comment Form, Submittal Process, Policy, and Flow Chart. Web location: <http://www.udot.utah.gov/go/2012masterfiles>
- 2012 Standards and associated information - What's New, Clarifications, Master Files, All Standard and Supplemental Specifications and Drawings, Special Provisions, Project Checklists, Table of Contents, Measurement & Payment, Acceptance & Documentation, and Archives. Web location: <http://www.udot.utah.gov/go/2012standards>
- Engineering Services Web Store to purchase the 2012 Standard Specification and Standard Drawing books. Web location: <http://www.udot.utah.gov/go/webstore>

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