

DelDOT Style guide for 2020 Standard Specifications and Special Provisions

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Section 1: General Information

1.0 Purpose:

This document will provide guidance for the development, review, and approval of Special Provisions for the Standard Specifications for Road and Bridge Construction.

2.0 Definitions:

- A. Specifications. Written contract provisions and requirements for performing the work.
 - 1. Standard specifications are the Department's publication Standard Specifications for Road and Bridge Construction that contains the Department's requirements and specifications for general application and repetitive use.
 - 2. Special provisions are project specifications that are modifications of standard specifications, or are new specifications, that are requirements particular only to a specific project. These are provided in bid proposals.

3.0 Procedure:

- A. Determine if a special provision is necessary. Asking the following questions may help to determine the need:
 - 1. Review the Standard Specifications, do they adequately address the needs of the Contract?
 - 2. Can the payment for the item be inclusive to a standard item through a plan note?
 - 3. Are special construction methods or materials required? Are there specialized construction methods or procedures required to complete the work?
- B. The Project Development team is responsible for performing the initial development of the proposed special provision and the draft special provision should be submitted to Engineering Support.
- C. Development and review of the special provision should include the following:
 - 1. Create a new special provision or modify an existing special provision according to the style guide.
 - 2. Coordinate development of the special provision with subject matter experts to review technical components of the special provision.
 - 3. Ensure consistency with project plans and details when developing draft special provision.
 - 4. Provide documentation of concurrence on the prescribed construction methods and materials of the draft special provisions when submitting to Engineering Support.
 - 5. Allow 5-10 business days for the Project Conformance section to review, return comments, or approve the special provision.
 - 6. These procedures will still apply if a special provision is added during an addendum. Remove the project from advertisement during this development process.
 - 7. Once the special provision has been approved, an item number will be created and provided.

Section 2 – Writing Style

- A. The contractor is the audience of the Contract Documents unless noted otherwise.
 - 1. Any work identified in the special provision is understood to be directed at the contractor.
 - 2. Example: “Provide and install temporary lighting” is understood to be directing the contractor to provide and install the temporary lighting.
 - 3. Example: “The Department will provide temporary lighting”, notes that the contractor is not the default audience, and indicates that the Department will provide the lighting.
- B. Active Voice, Imperative Mood.
 - 1. These specifications are written in the active voice and the imperative mood.
 - 2. In an active voice sentence, the subject of the sentence acts on something. For example: "The engineer will take a sample." A similar sentence in the passive voice – “A sample will be taken” – does not identify the party responsible for taking the sample.
 - 3. The imperative mood is used for instructions to the contractor. For example, in an imperative sentence such as, "Pour the concrete," it is understood that the contractor is to pour the concrete.
 - 4. Before contract award, requirements written in the imperative mood are directed to the contractors bidding the work. After award, requirements written in the imperative mood are directed to the contractor performing the work.
- C. Titles and Headings, References, and Usage.
 - 1. Titles and headings are intended for reference only and do not bear on the interpretation of the specifications that follow.
 - 2. When the Department specifies a publication, the most recent issue of the publication before the date of advertisement governs, unless otherwise specified.
 - 3. The word "will" applies to the decisions, actions, or responsibilities of the Department.
 - 4. The word "shall" applies to the obligations of the contractor.
 - 5. The following words: contemplated, required, determined, directed, specified, authorized, ordered, given, designated, indicated, considered necessary, deemed necessary, permitted, reserved, suspended, established, approval, approved, disapproved, acceptable, unacceptable, suitable, satisfactory, unsatisfactory, sufficient, insufficient, rejected, condemned, or words with similar intent; mean by or to the Department.
 - 6. The words "or equal," referring to a product, material, or process, means "equal as determined by the engineer."
 - 7. The specifications may present numerical values in 1 of 2 systems, U.S. customary units (English) or metric units. Use the numerical value specified in the contract.

Section 3 – Organization and Formatting

A. Organizing each section of specification:

1. Description
 - a. Use a short description of the work, (typically 1-2 sentences) to be explained within the body of the spec.
 - i. Generally, “This work consists of _____”
2. Materials
 - a. Only include the materials required to complete the item.
 - i. Typically the material will be listed tabbed over with the correct reference, either the Section number or the external reference.
 - ii. Non-permanent material used for construction of an item, or materials that we do not require material specifications for should not be included.
3. Construction
 - a. Provide construction methodology written in the order of operations that the work will be completed.
4. Method of measurement
 - a. State the method on how the item will be measured for payment. “The Department will measure item name as unit of measurement”
 - b. If no measurement is required, such as a lump sum item: “The Department will not measure item name”
5. Basis of payment
 - a. State everything that will be included as part of the item.
 - b. Provide a formatted list to include components when there are more than 3 items.
 - c. If a component is paid separately state “The Department will pay for “item” in accordance with Section XXX”.
 - d. Anything payment related must be located in this section. Phrases, such as “at no cost to the department” or “at the contractors expense”, that are located in the construction need to be reworded to be included in the payment of the item.

B. Format Special provisions accordingly:

1. Use Times New Roman, with 11-point font size.
2. Use 1-inch margins on all sheets (top, bottom, left, and right).
3. Use 1.5 line and paragraph spacing.
4. Use bold type and underline for:
 - a. Item number and item name;
 - b. Description.;
 - c. Materials.;
 - d. Construction.;
 - e. Method of Measurement.;
 - f. Basis of Payment.;
 - g. any other significant section titles.
5. Provide the most recent date modified on the lower right hand corner of the document with the format XX/XX/XXXX.
6. Save the file as a (.docx) file.

Section 4 – Abbreviations, Definitions, Numbers and symbols

A. Abbreviations:

1. For commonly used Abbreviations see section 101.2 Abbreviations of the 2020 Standard Specifications.
2. For abbreviations not listed follow the abbreviated word with the abbreviation in parenthesis

B. As soon as possible (ASAP)

C. Definitions:

1. For DelDOT defined terms, see Section 101.3 Definitions of the 2020 Standard Specifications.
2. For terms that need to be defined within the special provision, create a “Definitions” section between the “Materials” and “Construction” sections.

D. Numbers and symbols:

1. Provide all numbers in numerical format, do not spell out any numbers within the special provision.
2. Fractions:
 - a. Do not use fraction characters ($\frac{1}{8}$, $\frac{1}{4}$, $\frac{1}{3}$, $\frac{3}{8}$, $\frac{1}{2}$, $\frac{2}{3}$, $\frac{5}{8}$, $\frac{3}{4}$, $\frac{7}{8}$). Use full numerals for both the numerator and denominator separated by a forward slash ($\frac{1}{8}$, $\frac{1}{4}$, $\frac{1}{3}$, $\frac{3}{8}$, $\frac{1}{2}$, $\frac{2}{3}$, $\frac{5}{8}$, $\frac{3}{4}$, $\frac{7}{8}$).
 - b. For fractions used with whole numbers, separate the whole number and the fraction using a non-breaking space (Ctrl+Shift+Spacebar). Example:
 - i. Use 2 1/2-inch long bolts.
3. Hyphens and unit Modifiers:
 - a. When a number and word (usually a unit name) work together to describe something (usually an object or material, like a pipe, bolt, or board), they are acting as a single word, or adjective, called a unit modifier. Use a hyphen between the number and word in unit modifiers; do not use hyphens with unit symbols in tables.
 - b. Examples:
 - i. a 1/2-inch pipe
 - ii. a 2 1/2-inch pipe
 - iii. 2, 1/2-inch bolts
4. Temperatures:
 - a. When using a temperature value within the body of the specifications spell out the word “degree” after the numerical value followed by the temperature unit (140 degrees F).
 - b. When shown in a table it is acceptable to use the degree symbol (32° F).
5. Decimals:
 - a. When using decimals, provide numerals on both sides of the decimal point.
 - b. Examples:
 - i. 0.85
 - ii. 1.75
6. Percent:
 - a. When using percentages within the body of the specification, spell out the “percent” following the value. Example:
 - i. 50 percent
 - b. When shown in a table the symbol is acceptable to use. Example:

i. 50%

7. Commas:

a. Use commas for numerical values with 4 or more digits.

b. Examples:

i. 1,000 Linear feet ii. \$1,000

Section 5 – Example Special Provision Format

ITEM NUMBER – ITEM NAME

Description.

This work consists of... (one to two sentences of the work).

Materials.

A. GABC	Section 1005
B. PCC, Class B	Section 1022
C. Curing Compound	Section 1022
D. 1/2-Inch Preformed Expansion Joint Material	Section 1042

Construction.

- A. Subheading Title
 - 1. Subheading information
 - a. Sub information
 - i. Sub information
 - (1.) Sub information

Method of Measurement.

- A. The Department will measure the quantity of "item name" in "unit of measurement".
- B. The Department will not measure "item name". (generally reserved for lump sum or non-bid items)

Basis of Payment.

- A. The Department will pay for "item name" at the contract unit price per "unit of measurement". Price and payment will constitute full compensation for:
 - 1. Excavating within the template of the item including the foundation;
 - 2. removal and disposal of existing materials;
 - 3. foundation preparation;
 - 4. providing and placing materials;
 - 5. compaction;
 - 6. providing forms and forming;
 - 7. supplying, placing, finishing, and curing PCC;
 - 8. constructing joints;
 - 9. expansion joint material;

10. sealing;
11. backfilling;
12. removing surplus materials;
13. removing and replacing cracked or damaged curb; and
14. incidentals required to complete the Work.

B. The Department will pay for:

1. Excavation and embankment outside the template of the item in accordance with Section 202 at the direction of the engineer or as otherwise required by the Contact.
2. Rock removal in accordance with Section 202.
3. Undercut excavation in accordance with Section 202.
4. PCC removal in accordance with Section 211;
5. Saw cutting in accordance with Section 762;
6. GABC in accordance with Section 301 for pavement patching; and
7. Bituminous pavement patching in accordance with Section 402 in addition to the curb item.

C. The Department will not pay for:

1. (insert any work the is required but not paid for)

XX/XX/20XX (Date Modified)