

DELAWARE DEPARTMENT OF TRANSPORTATION
FORMAT FOR SPECIAL PROVISION FILE REQUIREMENTS

The format below shall be followed by all persons engaged in project design for the Department:

All files shall be created in Microsoft Word format. All text shall be entered as follows:

1. Font for all text shall be Times New Roman; font size shall be 11pt.
2. Each title line should be upper case, centered, bolded, underlined. If there are multiple title lines, the last title line only should be underlined.
3. There should be three hard returns (two blank lines) after the last title line followed by the description heading. This is the only place where three hard returns are permitted.
4. The Description, Materials, Construction Methods, Method of Measurement, and Basis of Payment headings should be underlined and bolded.
5. Columns or tables are to be used to create tabular information. Tabs shall NOT be used to create columns. All tables shall be centered horizontally.
6. Page numbering is handled by the contract creation process and should not appear in the special provision documents. Headers and footers are also defined within the contract creation process and SHALL NOT appear in the special provision files.
7. If there is a need to change the APPEARANCE of certain characters in the special provision files, the APPEARANCE or SIZE options found under the FONT option shall be used in lieu of font codes. This will allow for italic, fine, small, large, very large, and extra-large type and is point size generic.

Included is a sample special provision document. This sample illustrates the basic format required for the special provision documents. If there are any questions regarding these instructions or the sample document, please do not hesitate to contact this office. Thank you for your assistance in making sure the contract creation process is successful.

999990 – THIS IS TITLE LINE #1

999995 – THIS IS TITLE LINE #2

Description:

The first paragraph under the description heading should have a TAB at the beginning. All lines within the paragraph should flow (do not include hard returns unless you are finished with the paragraph).

There should be one blank line between the paragraphs of a section. Note that all section headings are in upper case and are underlined. Notice also that the colon is **NOT** underlined. When you are finished with one section, include one blank line before the heading line of the next section.

Materials:

Same sectional formatting rules apply here as they do in the “Description” section.

Construction Methods:

Same sectional formatting rules apply here as they do in the “Description” section.

Method of Measurement:

Same sectional formatting rules apply here as they do in the “Description” section

Basis of Payment:

Same sectional formatting rules apply here as they do in the “Description” section. In addition, the document should end with the last sentence of the last section

Your compliance with the special provision file format for above is required for a smooth contract creation process.

MM/DD/YYYY