**Project Specifications Procedures**

**for**

**DOT&PF Central Region Airport Projects**

**PURPOSE:**

It is intended that DOT&PF employees and private consultants under contract will use this document as a guide when preparing specifications for Central Region airport projects.

Our project specifications must comply with FAA requirements if we are to maintain federal funding. The DOT&PF and the FAA have worked together to develop statewide standard specs which meet FAA airport construction standards. Both organizations have reached a mutual agreement on the format for specs that will be used in airport projects. The purpose of this format is to maintain compliance with these FAA requirements, provide consistency, and facilitate the project review process. This document outlines the procedures which should be used to prepare project specs in accordance with this format.

At this time, an update to the statewide standard aviation specifications is underway to ensure compliance to FAA’s Advisory Circular (*AC) 150/5370-10H Standards for Specifying Construction of Airports,* also referred to as “10H”. These procedures coincide with the 10H statewide standard specs dated (01/01/20). Please contact the Central Region (CR) Aviation Specifications Engineer for questions you may have.

**SPECIAL NOTE TO CONSULTANTS:**

To find the files described in this document, go to the FTP site:

<http://www.dot.state.ak.us/creg/design/aviation/specs/>.

Posted are two separate specs folders manage FAA approved specs and specs still under revision:

1. **10H Approved Aviation Specs:** this folder includes the 82 FAA approved specs with the DOT&PF revision date of 1/1/20 in the footer.
2. **10H DRAFT Aviation Specs:** this folder includes the remaining specs still in “10H DRAFT” form, meaning – with 10H compliant language, but awaiting further revisions and FAA approval. These specs can still be used with MOS, as applicable.

**TYPES OF AIRPORT SPECIFICATIONS:**

***This section is for informational purposes only.*** It is helpful to understand the different types of airport specifications that have historically been used when creating a set of project specifications.

**AC Specs** - These are FAA specifications used nationwide in airport projects. AC specs are found in FAA advisory circular AC 150/5370-10.

**Statewide Standard (SSAC) Specs** *- also referred to as “standard specs.”* These are airport specifications approved by FAA for use statewide in Alaska airport projects. Many of the specs in this category are AC specs that have been modified and approved for use in Alaska. Other specs not covered by AC’s were developed for use statewide, approved by the FAA, and placed in this category.

**Regional (CR) Specs** - *also referred to within our region as “central region specs.*” These are generic airport specifications not approved by FAA which have been written by each region for use in that region.

**Project Specs** – These are project specific specifications, or special provisions, used in an airport construction project. They become part of the bid documents for a project. A set of project specs is created by copying current draft statewide standard specs to the project folder. Project specific modifications (special provisions) are then made to these specs, where required. FAA must approve these modifications as part of the project review process.

**INSTRUCTIONS FOR CREATING PROJECT SPECIFICATIONS:**

**1) Decide What Spec Items and Pay Items Will be used in the Project:**

Go to drive W:\Specs. Open the file “Project Spec Update Record.doc” and update the form to what spec item numbers are applicable to the project. For questions, please contact the CR Aviation Specifications Engineer to assign a new number.

1. **Create Central Region Project Specs:**
	1. For DOT&PF Aviation Design Section in-house projects –

Copy specs from: [W:\Specs](file:///W%3A%5CSpecs)

* 1. For consultants -

Copy specs from the central region FTP site: <http://www.dot.state.ak.us/creg/design/aviation/specs/>

The files you have copied into the project specifications folder become “project specifications.” Retain the original filenames. There will be a master document that combines all the draft aviation specs into one file: for an alternative form of preparing project specs available soon.

If a particular specification that you need for the project is not available, it is usually because the spec is rarely used or because the spec content is unique from project to project. You may have to craft a spec from scratch for the project. A search of past projects may reveal if the item has been used on a previous project. Please contact CR Aviation Specifications Engineer for additional support.

Copy “Project Spec Update Record.doc” to the project specs subfolder. Open this file and record the date that each specification is copied to the project specs folder. This record will eventually be used to update the project specifications as described under item 6 of this document.

1. **Modify the Project Specs:**

**“Note to the Designer**” appears at the right margin of some specs as a comment. *Delete/remove comments prior to Design Review submittals.*

When the specs require the use of special provisions, or referred to as project specific language, the procedure to modify project specs by using MS Word’s “track changes” function (“tracking”). Special provision language appear as underlined language and deletions appear as strikethroughs. This is to distinguish special provision language from the standard text of the master specification.

*DO NOT create “double track changes”*.

Some specs contain italicized words in brackets that serve to prompt the designer to add information to the spec. Delete these prompts and brackets without tracking. Add the requested information as a special provision with tracking on.

When you edit a spec, add your initials, or company name if consultant, and a revision date *in parenthesis* to the extreme right of the footer. A DOT&PF revision date already exists in the specs file, add a 2nd revision date underneath the DOT revision date, as shown in the example below.

The revision date in parenthesis indicates the most recent date that the spec was edited. *Do not use tracking when you edit this date or edit any part of the document footer.*

|  |
| --- |
|  Lake Hood Seaplane Base Taxiway Reconstruction (DOT&PF rev. 01/01/20) Project Z575520000/AIP 3-02-0018-009-2018 P-154-1 (PDQ rev. 2/22/20) |

**Do not change or delete the DOT&PF revision date in the document footer.**

Add to the footer; the airport name, project name, project number, and AIP number starting at the left margin.

*Some standard special provisions will need to be inserted into specs with tracking on.* Please consult with CR Aviation Specifications Engineer or the Project Manager for project specific direction. For in-house design, Specials are located in the folders, “\_SSAC Specials”, or “\_CR Specials”. For Consultants, Specials are located on the FTP site under the same folder name, “Specials”.

***DO NOT strikethrough unused pay items, but simply remove pay item or information relating to unused pay items.*** If the pay item is not in the project bid schedule, then it is understood that any information in the spec that applies to that unused pay item does not apply to the project.

***When adding pay items, ensure pay items match the project estimate in AASHTOWare.*** Ensure pay items in specs match the Engineer’s Estimate, Bid Schedule, and Estimate of Quantities. *Do not use track changes when editing pay items list in the project specs.*

If a particular spec is not available, please consult with the CR Aviation Specifications Engineer.

**4) Prepare the Project Specification Book Cover (Frontmatter), Contents, and Appendices:**

Copy “0\_Frontmatter.doc” to the project specifications subfolder. Edit the Contents pages as required. Do not use “track changes.” Spec items are to be arranged in alphanumeric sequence with page numbers beginning a new sequence with each new section.

Appendices not applicable to a project will be labeled as “Not Used.”

1. **Obtain FAA Approval and Use of the “Modifications of Airport Standards” (MOS) Form:**

In order to maintain federal funding for an airport project, FAA must approve the project specifications. As per FAA Order 5300.1, certain specials written into the statewide standard specifications will require FAA approval.

Use of the FAA “Modifications of Airport Standards” form occurs when project specials language modifies the materials standards or the construction standards of the approved specifications. Provide a memo identifying project specific modifications to the statewide standard specs. DOT&PF will coordinate with FAA and determine whether a formal request for a “Modification of Design Standards” will be needed.

List only the specials that modify the materials standards or the construction standards of the approved spec:

- Do not list specials that correct spelling or grammatical errors.

- Do not list specials that strikethrough a sentence or paragraph because it is inapplicable to the project.

- Do not list specials that modify a paragraph to enhance a unique site condition or clarify a certain aspect of the project.

- Do not list specials that address work outside the air operations area and safety areas such as access roads.

Summarize each special as per the example MOS form, posted to FTP site as well as under the “MOS Form” folder: [W:\Specs\MOS Form](file:///%5C%5Cdot.soa.alaska.gov%5Cshared%5CAVI%5CAVD%5CSpecs%5CMOS%20Form).

The MOS document along with a complete set of project specs must be submitted to the FAA Alaska Region project manager a minimum of 30 days prior to the project advertising date. Update these documents as required and submit them again to FAA just prior to the project advertising date. The MOS form will also be included in the Pre-PS&E project review package.

**6) Update Project Specs if Changes Occur to the 10H DRAFT Statewide Standard Specs:**

It is an FAA requirement that our project specs are up to date with the current FAA approved standard specs when we go to advertise. Currently, the statewide standard specifications are under revision, so changes to the 10H DRAFT specs may occur between when the project specs are first assembled and when the project advertises for bids. While in this statewide revision period, the CR Aviation Specifications Engineer will send out a notification of any updates, periodically. Any updates will be listed in the notification. Revise project specs with these updates, as needed. Updates must be undertaken just before each project review distribution and again just before printing the specs for project advertising.

Use the file “Project Spec Update Record.doc” to keep a record of the date when each project specification is copied from the specs folder to the project folder and subsequently updated.

**DELIVERABLES:**

Within 7 days of receipt from consultants, or of the in-house project submittal, the DOT&PF project manager will forward the following Microsoft Word documents to the CR Aviation Specifications Engineers (include MOS form, if applicable):

1. Pre-PS&E project specifications
2. Final project specifications
3. As-Advertised project specifications

NOTE: Ensure the different colors for track changes are set to black before printing to PDF or hardcopy for submittal. **However, when submitting the word doc keep track changes different colors on, if possible.**

**MISTAKES TO AVOID WHEN PREPARING PROJECT SPECS:**

**Failure to Use Track Changes When Editing a Standard Spec.** ALWAYS use the MS Word track changes function when writing special provisions into a standard spec so that the modifications can be distinguished from the original text.

**“Revision Tracking” of Special Provisions, or “Double Track Changes”.** Revision tracking, or double track changes, is a common mistake that occurs when a word or phrase in a special provision appears as both strikethrough and underline. AVOID revision tracking by tracking only changes to the original text of a standard specification (See Section 3 on how to revise DRAFT specs language).

**Failure to Add a Footer Revision Date.** When you edit a specification, remember to add your initials, or company name, and a revision date in parenthesis to the document footer (See Section 3).

**Failure to Update Specs Before Advertising or Before a Review Distribution.** Remember to check the notifications before printing and distribution. Bring specs up to date by reviewing what changes have occurred since last project specs update. If you recorded when you last edited each spec in the project spec update file (Project\_Spec\_Update\_Record.doc), then you will know what time frame to check in the history file (See Section 6).

**Failure to Edit Appendix H (Aviation Materials Certification List) to Meet Project Specific Requirements.** Delete materials and specification items from the list that are not used in the project. For example, if only corrugated metal pipe is used in the project under item D-701, delete other pipe materials not used as listed under D-701 such as plastic pipe, concrete pipe, etc. The template is not currently updated to AASHTOWare pay item numbers, so this must be done project by project.

**Legibility Problems with Printed Specs.** The MS Word track changes function may create text and lines that are a color other than black. Before printing the specs for distribution, consider changing the color in track changes to black because other colors may print as grayscale. Text printed as grayscale can cause legibility problems.