

Division 6 Contract Provisions and PS&E Word Users Guide

- 600.01 Introduction
- 600.02 Special Provisions
- 600.03 Format

600.01 Introduction

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

The HQ Construction Office desires to maintain consistency, accuracy, and legality with project specifications. For this reason, a project designer should always try to use the specifications listed in the [Standard Specifications](#) or [General Special Provisions](#) (GSPs). It is not uncommon for a project to have a method of work or a working window of time that differs from those listed in the *Standard Specifications*. There are also items of work that are region-specific and as such aren't covered in the *Standard Specifications*. In the case of a region nonstandard item of work, the region may write Region General Special Provisions (RGSPs) to describe the work.

In some cases where there is a nonstandard item of work in a project, a Project-Specific Special Provision may be written to describe the work. Consult with your Region Plans office or ASCE prior to writing a Project-Specific Special Provision. Approval of Project-Specific Special Provisions or revisions to already established Standard Specifications, GSPs or RGSPs must be given by the HQ Construction Office for Divisions 1-8 or any standalone provisions, and HQ Materials Lab for changes to Division 9. Consult with the Assistant State Construction Engineer (ASCE) for assistance in obtaining approval from the Approval Authority. Approval authorities for Project-Specific Special Provisions or changes to the Standard Specification, GSPs or RGSP, are all listed in the [Construction Manual](#). In the case of federally funded projects, changes to Standard Specifications, and GSPs and RGSPs in Divisions 1-02 through 1-09 that change policy, intent or potentially affect Federal eligibility will also require FHWA approval (see Section 600.02(4)). The Region and ASCE work collaboratively when FHWA approval is required.

Once a new RGSP has been approved by the HQ Construction Office or Materials Lab, if not modified, it can then be used on future projects without being submitted for another approval, unless the instructions for the RGSP state that approval is required for each project.

Project-specific Special Provisions, when approved are only to be used on the project for which they were written. They cannot be used on another project without reacquiring HQ approval. When referencing the [Standard Specifications](#) in a Project-Specific Special Provision, the headings from the *Standard Specifications* are never to be changed. When a section of the *Standard Specifications* is "Vacant," do not to use these sections when drafting a Project-Specific Special Provision.

600.01(1) General

Contract Provisions consist of the following:

1. Notice to Planholders

- Project Engineer’s name, address, phone number, and email address.
 - Note: It is important to use the full email as in: “first.last@wsdot.wa.gov”
2. Special Provision Table of Contents
 3. Special Provisions
 - A combination of the General Special Provisions (GSPs), Region General Special Provisions (RGSPs) and Project-Specific Special Provisions.
 - Federal-Aid Provisions, for federal-aid projects are part of the GSPs.
 4. Appendices to the Special Provisions:
 - a. Permits
 - b. Summary of geotechnical conditions
 - c. Geotechnical boring logs
 - d. Prevailing Minimum Hourly Wage Rates State, federal, or both, depending on project funding
 - e. Forest Service Provisions (if applicable)
 - f. Railroad Insurance Forms (if applicable)
 - g. Other appendices
 5. Proposal (informational copy)
 - Proposal Bond
 - Declaration of Non-Collusion (Federal Aid Contracts)
 - Certification for Federal-Aid Contractors (Federal Aid Contracts over \$100,000)
 - DBE/UBE Utilization Certification and Written Confirmation (Federal Aid projects with a Condition of Award (COA) DBE goal or UDBE goal.)
 - Subcontractor List (Contracts Estimated over \$1,000,000)
 - Wage Law Compliance Certification
 - Signature Page

600.01(2) PS&E Word Program

This section discusses the PS&E Word Program, GSPs, RGSPs and project-specific provisions.

The Special Provisions sections of the Contract Provisions are created using the WSDOT “PS&E Word Program”. Each GSP and RGSP 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 is a Microsoft Word based macro program that creates uniform project specifications using pre-loaded templates and pre-approved special provisions. The program allows the designer to access the 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.

Contact the HQ Materials Lab to request access to, or obtain assistance with PS&E Word (MLOhelp@wsdot.wa.gov.)

Offices not connected to the WSDOT computer network system, consultants, and local agencies can download the PS&E Word program and GSPs from the Internet on the Local Programs website. WSDOT employees may also access PS&E Word, using the region-specific program shortcuts at W:\DOTApps\PSE\Regions\

Access the PS&E Word applications and current documents on the General Special Provisions website: <https://wsdot.wa.gov/engineering-standards/all-manuals-and-standards/general-special-provisions-gsps>

The website also provides the Users Guide, instructions, and troubleshooting information.

Regularly check for program and GSP updates at the website or by signing up for email alerts at: https://service.govdelivery.com/accounts/WADOT/subscriber/new?topic_id=WADOT_75

600.02 Special Provisions

600.02(1) General

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

600.02(2) General Special Provisions (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, or delegated authority, 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 without modification beyond the fill-ins.

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.OPT1.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 (8-01) and subsection (03) in the division. A FR extension (ie. FR8) indicates that a fill in is required by the designer which will be described in the GSP index.) A GB or FB extension indicates that the bridge office is the author of the GSP.

Use the GSP as is if it is applicable to the project being developed. HQ Construction Office approval is needed for any revisions to GSPs. After HQ approval, any GSP that is revised will become a Project-Specific Special Provision and the date will be removed and replaced with (*****).

600.02(3) Region General Special Provisions (RGSPs)

RGSPs are provisions that are written to cover the legal and construction requirements that occur on projects that correspond to region needs. 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 Assistant State Construction Engineer or delegated authority. After initial approval, an RGSP can be incorporated into your contract package. Any modifications to an already approved RGSP require resubmittal to the Assistant State Construction Engineer or delegated authority.

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, 8-01.DT1 would be for the Northwest Region.

The file extensions for each region are provided on the following table.

| File Extension | Description |
|----------------|---------------|
| .DT1 | NWR RGSPs |
| .DT2 | NCR RGSPs |
| .DT3 | OR RGSPs |
| .DT4 | SWR RGSPs |
| .DT5 | SCR RGSPs |
| .DT6 | ER RGSPs |
| .DT7 | Vacant |
| .DT8 | Vacant |
| .DT9 | Ferries RGSPs |
| .FT? | Fill-Ins |

600.02(4) Project-Specific Special Provisions

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

Approval of project-specific specifications that alter the *Standard Specifications* (WSDOT Spec. book) is required prior to inclusion in the contract. Send all project-specific specifications, along with justification, to the Assistant State Construction Engineer, or delegated authority 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, or delegated authority.

FHWA retains approval authority for any modifications to Division 1-02 through 1-09 of the Standard Specifications, General or Region General Special Provisions, and any Project-Specific Special Provisions on Federal-aid contracts that: *Change policy, Change content that may*

materially affect the specification's intent, or Change content that may affect federal eligibility or involve federal regulations. Therefore, any proposed revisions to Divisions 1-02 through 1-09 must be presented to the State Construction Office as early as possible to determine if FHWA approval will be required. If FHWA approval of a Project-Specific Special Provision is required, allow a minimum of 30 days to submit the changes and receive comments or FHWA acceptance. If FHWA approval of a Project-Specific Special Provision is required, the project cannot be advertised prior to receiving that approval.

Project-specific provisions are actually project-specific supplements or revisions to the *Standard Specifications*. Base the content of Project-Specific Special Provision on the related information provided in the *Standard Specifications*. Because field inspectors and others refer to the *Standard Specifications* during the course of construction, and are accustomed to the style and approach used there, consider using that document as a template and design tool when writing Project-Specific Special Provisions.

Project-specific provisions will include six asterisks in parentheses (*****). See the PS&E Word User Guide for more information.

If there is a missing heading or subheading file from the standard specifications, contact StandardSpecifications@WSDOT.wa.gov to set up another one that can be added.

600.03 Format

600.03(1) General

Special Provisions follow the format of 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 special provision. However, when drafting a special provision always provide information for all five sections listed. Stand Alone Special Provisions do not revise or supplement divisions. In these types of specials, do not include a reference to a division being supplemented or revised. Whenever possible, include references to established standard specifications to avoid conflicts between the standard specifications and language in the stand alone special provision.

Prior to writing a special provision, first assess the need to for it based on a thorough analysis of the related section(s) of the *Standard Specifications*. When drafting a Special Provision, strike a balance between providing too much information and too little information, with the goal of addressing the issue raised by the original need for the provision, without creating undue burden on the contractor or inspector in their effort(s) to implement it.

600.03(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.” (see below)

Note that the location of items of work are required to be 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.”

600.03(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.

Provide all information about materials in the Materials section of the Special Provisions. If a detail in the plans has materials information on it, do not repeat the information in the Special Provisions. However, provide a reference to that information in the Special Provisions to let the reader know where to find the information. For example, a statement such as “Materials requirements for (work item X) are on the detail in the Plans” is all that is required. 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 are occasions when the regions have the need to change these requirements by Special Provision. Consult with 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 9-1.1B of the *Construction Manual*, Reducing Frequency of Testing.

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.

600.03(4) Construction Requirements

Write the construction requirements section so that it clearly describes the work to be performed, and requirements that need to be met, in order for the work to be considered complete. Do not specify *how* to do perform the work, or explain *why* the work needs to be done.

When possible, construction requirements are to be shown in the order in which the work is to be performed.

In cases where a detail in the plans is a useful resource for the contractor related to the special, provide a statement in this section such as “construct the (work item X) as detailed in the Plans.”

600.03(5) Measurement

The measurement statement describes how the work or material will be measured, not the pay item name. For example, write “measure the removal of linear feet 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).

Review the measurement statement found in the [Standard Specifications](#) prior to drafting this section. Many times, that section will apply to items that may seem 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.”

600.03(6) Payment

Write the bid item in the payment statement in quotes, followed by the unit of measure. The bid item must exactly match the 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.

For example, if sawcutting is required and is to be included in the cost of the catch basin removal, make sure that the work is described in the appropriate section of the Special

Provision, and not only found as a statement in the Payment section as being required and included in the cost of the item.

600.03(7) Text General Guidelines

Special Provisions and the plans shall adhere to the following 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. Use terminology consistent with the Standard Specifications, WSDOT Manuals, or other Industry References.
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 defined words within the text. Defined words are listed in Section 1-01 of the Standard Specifications.
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.

