

PR0590-d: Prepare Project Special Provisions

See also: [Environmental Manual – Chapter 590](#)

Effective September 2015

Start procedure: Environmental Commitments Meeting (ECM) participants reach consensus on a list of commitments that need Special Provisions written.

End procedure: The contract contains Special Provisions that address environmental commitments.

Actor:	Action:
Project Office/ Manager	<ol style="list-style-type: none"> 1. Prepares the Special Provisions for the commitments. This includes writing new provisions or using Region General Special Provisions. Note: It is important to work closely with the Environmental Coordinator during this process. 2. Applies the formatting requirements in Section 600.04 of the WSDOT Plans Preparation Manual when preparing the Special Provisions. 3. Submits the draft Special Provisions to the ECM participants.
Environmental Commitments Meeting Participants	<ol style="list-style-type: none"> 4. Reviews the draft Special Provisions. 5. Submits edits to the Project Office/Manager.
Project Office/ Manager	<ol style="list-style-type: none"> 6. Incorporates edits and prepares final Special Provisions based on input from ECM participants. 7. Prepares a justification for writing each Special Provision and sends both the justification and Special Provision to the State Construction Engineer (or designee).
State Construction Engineer (or designee)	<ol style="list-style-type: none"> 8. Reviews the Special Provisions and the justifications. 9. Approves the Special Provisions in writing or submits revisions to the Project Office/Manager.
Project Office/ Manager	<ol style="list-style-type: none"> 10. Incorporates any revisions and submits the approved Special Provisions to the Region Plans Review Officer (or designee).
Plans Review Officer (or designee)	<ol style="list-style-type: none"> 11. Includes the Special Provisions into the contract.