

## ADDRESSING FREQUENT SPECIAL PROVISION COMMENTS

1. If we receive Special Provisions that have an outdated/obsolete template or STSP articles, incorrect formatting, or poor overall quality, we will notify the designer to recreate and resubmit the Special Provisions for the project.
  - Always verify the latest template and STSP articles are being used. Reference the index on the [STSP web page](#).
  - Specs should not be provided if the information is found elsewhere in the plans (General Notes, Plan Details, SDDs) or standard specs. Do not repeat specs (or bold or underline) just to emphasize. No spec is more important than another.
  - Formatting should follow [FDM 19-15-1 \(Page 2\)](#). Other guidelines are in the manual [Creating Special Provisions](#).
  - Entry fields should be filled in such that the gray highlight is removed from the text.
2. See NLEB for applicable spec. It is required on most projects.
3. Utilities: Use consistent formatting throughout. The preferred format for stationing is "Station XX+XX, X' RT". Use this same formatting for any inserts required by the Utility Coordination Unit.
4. When referencing SDDs, write out the SDD name, and not just the number.
5. STSP 107-054 Required for any project with wetland impacts.  
STSP 107-056 Required for ground disturbance over 1 acre.
6. Environmental Items:
  - Crosscheck against the Environmental Commitments.
  - Do not just copy information from the DNR letter, which may have boilerplate language not pertinent to the project. Do not repeat standard specs from 107.18 9 through 107.20, or standard ECIP information.
7. Information regarding Emerald Ash Borer should no longer be added, per BTS-ESS. It is now a statewide quarantine with DATCP and USDA, and is covered under state and federal regulations.
8. Projects requiring monotube delivery should have a notification to the contractor on the longer delivery time.
9. Do not create new SPV items if it is simple spec modification. Instead, add an article to revise a particular section for the standard bid item. The exception is if there are two different items requiring specs to differentiate. For example, a project has traffic signal items with standard color for some intersections, and specifying black coloring for one intersection. If there will be a cost difference between the two types, SPV bid items should be used for the modified items.
10. Warranties: Note that Section 779 (14) of the WI State Statutes specifies that all of a contractor's work is guaranteed (i.e. warranted) through the performance bond for a period of one year after contract completion. Anything longer must be a warranty through the manufacturer or vendor. Also, federally funded items cannot have a warranty other than a manufacturer's warranty. For state funded items, if it is a contractor installation of an item that extends beyond the one-year performance bond period, a warranty bond must be included for that bid item. (See [FDM 19-15-3](#))
11. Payment information:
  - Do not include the language "and for furnishing all labor, tools, equipment, and incidentals necessary to complete the work.", as this is adequately covered in the standard specs.
  - Start a new paragraph with "The department will pay separately..." if there is a need to explain other bid items.
12. Water and sewer main articles often have articles that do not contain standard language, or are inconsistent with other articles because they are written by other entities. These should be reviewed and corrected by the designer prior to Esubmittal.
13. Completion Dates and Interim Completion Dates: The completion date is the last date that work is allowed.
14. Interim Liquidated Damages: These amounts are determined based on road user costs. They are not tied to standard spec 108.11 for final liquidated damages assessments. Regional traffic personnel have formulas to determine road user costs based on the existing traffic volumes.

15. Resubmittal of projects that were deferred or rejected:

- Contact Rielly O'Donnell for the finalized Word version of the Special Provisions.
- Update the estimate, including any proposal information, in AASHTOWare.
- Plans will likely not require resubmittal. Work with the plan checker on inserting any updated plan sheets.
- Esubmit all other documents to update letting dates, time chart changes, etc to the new letting month/year.

16. Below is the updated Special Provisions table from FDM 19-15-1 that should be followed for ordering. Remember that Special Provisions for standard bid items, even if not an STSP, should still be ordered with the STSP articles according to the standard spec section and bid item number.

**Table of Contents**

Article	Description
1.*	General
2.*	Scope of Work
3.	Pre-Bid Meeting Information
4.*	Prosecution and Progress <ul style="list-style-type: none"> <li>· Interim Liquidated Damages</li> <li>· Construction Staging</li> <li>· Migratory Birds</li> <li>· Fish Spawning</li> <li>· NLEB and Rusty Patch Bumblebee</li> <li>· Other Items affecting timing</li> </ul>
5.	Lane Rentals
6.	Traffic <ul style="list-style-type: none"> <li>· Traffic Staging</li> <li>· Lane Closure Notifications</li> </ul>
7.	Holiday and Special Event Work Restrictions
8.	Utilities
9.	Other Contracts Work by Others
10.	Relations with Railroads
11.	Hauling Restrictions
12.	Information to Bidders (STSP 107-054 and STSP 107-056 are listed first) Navigable Waterways Environmental Protection and Erosion Control articles Archaeological Sites Notice to Contractor Other
13.	Coordination with Businesses and Residents
14.	Public Convenience and Safety
15.	Modifications to Standard Specifications; and Standard Special Provisions (STSP) (###.####.S.01-###.####.S.02,03,04,...) arranged in numerical order in accordance with the Standard Specifications
16.	Non-Standard Bid Items; (SPV.####.01 – SPV.####.02, .03, .04, .05....), arranged in numerical order

\*NOTE: These three articles are in the general template, and in EVERY set of special provisions. Articles 3 and 5 through 16 may or may not be included.