

Preparing Project Specifications

Scope

This instruction covers technical specifications being developed for a Military or Civil Works construction project. It also applies to the preparation of specifications for Request for Proposals (RFP) and other performance specifications.

Source Documents

Refer to:

- *ER 1110-1-8155 Specifications* [<http://www.usace.army.mil/inet/usace-docs/eng-regs/er1110-1-8155/toc.htm>] for the majority of Corps instructions on specification preparation.
- *ER 415-1-10 Contractor Submittal Procedures* [<http://www.usace.army.mil/inet/usace-docs/eng-regs/er415-1-10/toc.htm>] for details about the Submittal Register

List of Materials

Project Drawings - Needed to assure cohesiveness between plans and specifications.

SpecsIntact [<http://si.ksc.nasa.gov/specsintact/index.asp>] - Software for Editing the Unified Facilities Guide Specifications (UFGS)

Construction Criteria Base (CCB) [<http://www.wbdg.org/ccb/>] - Web Site containing UFGS versions required for use at time of contract award.

Sacramento District Guide Specifications (SPKGS) [<http://cbbs.spk.usace.army.mil/spkgs.html>] - These are tailored UFGS to fit Sacramento District customers needs and should be used in place of the UFGS with the same section number.

Distribution

A-E Firm*

Contract Specialist*

Customer*

Designer*

ITRT*

Lead Designer*

Project Manager*

RFP Contractor*

Specifications Engineer*

Specifications Writer*

Ownership

The Specifications Engineer [[Garry.L.Hill@usace.army.mil?Subject=INSP03L0-Preparing Project Specifications](mailto:Garry.L.Hill@usace.army.mil?Subject=INSP03L0-Preparing%20Project%20Specifications)] is responsible for ensuring that this document is necessary and that it reflects actual practice.

Activity Preface

These tasks are performed whenever specification development is required as a deliverable within the Scope of Work (SOW).

The job title Specifications Unit refers to the following:

- Specifications Engineer
- Specifications Writer

Prior Activity

Contract Review [PROP01L0].

A-E Firm, RFP Contractor or Designer

1. Obtain latest version of UFGS and SPKGS.

Before commercial source specifications are used, verification is required from the Corps' Project Manager to determine if they include latest HQ USACE approved UFGS revisions.

2. Prepare an Edited Table of Contents showing mark-ups.
 - Show all Divisions.
 - For each Division not having any sections used, mark "NOT APPLICABLE" after the division title.
 - List all sections within each of the other Divisions, showing proposed deleted sections crossed out and proposed section additions highlighted (strikeout and redline)

In addition to the above, add the following tasks for 35-85% submittals.

3. Prepare Edited Specifications.

- Never copy sections from previous projects.
- Refer to *ER 1110-1-8155* [<http://www.usace.army.mil/inet/usace-docs/eng-regs/er1110-1-8155/toc.htm>].
- Compliance with Buy American Act (BAA) is mandatory. Waivers require A-E to prepare market analysis and justification to the Corps' Project Manager.
- Use Construction Specification Institute (CSI) numbering standards for section numbers and paragraph numbers.
- Never use more than four paragraph levels.
- Arrange sections in numerical order.
- Carefully coordinate each specification section with the drawings and with all related sections so that there is no duplication, overlapping, conflicting, or ambiguous statements.
- Search CCB and SPKGS before creating a new specification section.
- Create new specifications using UFGS format.
- Get Corps' Project Manager approval before using commercial source specifications.

If Military project, goto task #4. Otherwise, goto task #5.

4. Incorporate Base or Installation Design Guide Requirements.
5. Submit to PM for 35-85% review.

Project Manager and Customer

6. Review 35-85% submittal.
7. Notify PDT to evaluate and/or incorporate comments.

A-E Firm, RFP Contractor and Designer

8. Incorporate 35-85% review comments.

In addition to the above, add the following tasks for 90-95% submittal.

If SpecsIntact used, goto task #9. Otherwise, goto task #10.

9. Publish the Submittal Register.
 - Each section used should have a submittal register form completed.

- Print the Submittal Verification report in SpecsIntact to check for submittal item problems.

Goto task #11.

10. Manually create the Submittal Register, Table of Contents and other required reports.

11. Prepare Pricing Schedule in MS Word format.

- Leave bid amounts left blank (except for the bid items for O & M manuals and final as-built drawings)
- Include all applicable notes.
- Refer to *Project Specification Examples* [[REFP04L0](#)]

12. Prepare List of Government Furnished Equipment or Materials.

- For Military - Use MS Word format.
- For Civil - Use SpecsIntact and include within Division 01 section for General Requirements.
- Include items to be furnished by the Government and installed by the Contractor.
- Include the quantity of each item to be furnished by the Government
- Include manufacturer's name and model number, size, weight, source (i.e., from storage at project site, f.o.b. railroad cars, or f.o.b. truck);
- Include whether the district office needs to requisition the items.
- Include other pertinent data.
- Do not include items of installed material or equipment to be relocated from one area or building to another.

13. Prepare List of Contractor Installed Property.

- For Military - Use MS Word format.
- For Civil - Use SpecsIntact and include within Division 01 section for General Requirements.

Contract Specialist

14. Prepare Division 00 using the Standard Procurement System on Procurement Desktop-Defense.

A-E Firm, Designer, and RFP Contractor do not prepare Division 00.

15. Send PDF format Division 00 specifications to Specifications Unit.

Specifications Unit

16. Incorporate Division 00 specifications into PDF specification set for Electronic Contract Solicitation advertisement and/or reproduction.

If Military Project, goto task #17. Otherwise, goto task #19.

17. Prepare Division 01 sections.

A-E Firm, Designer, and RFP Contractor shall prepare appropriate Division 01 sections for Military projects as described by the A-E Scope of Work.

18. Incorporate GFE list and Contractor Installed Property into Division 01.

Contract Specialist

19. Incorporate Pricing Schedule into Division 00.

If Contract Options, goto task #20. Otherwise, goto task #21.

A-E Firm, RFP Contractor and Designer

20. Incorporate Options for Contract Award.
21. Submit to PM for 90-95% review.

Project Manager, ITRT and Customer

22. Review 90-95% submittal.
23. Notify PDT to evaluate and/or incorporate comments.

A-E Firm, RFP Contractor and Designer

24. Address and incorporate all review comments.

For 100% submittal, do the following tasks.

25. Prepare Corrected Final Specifications.
 - Specifications should be ready for publishing without further editing
 - Include a Project Table of Contents.

- For Military, include Division 02 through Division 16
- For Civil, include Division 01 through Division 16
- Sections should have all highlighting removed and inapplicable text deleted.

If A-E Delivery, goto task #29. Otherwise, goto task #26.

Designer

26. Notify Lead Designer by e-mail that Corrected Final Specifications are complete.

Lead Designer

27. When all disciplines complete, Lead Designer delivers to the Project Delivery Area.

Path defined within the SOW.

Refer to *Delivering Project Specifications* [[INSP09L0](#)]

28. Notify PM and Specifications Unit by e-mail.

Specifications Unit, A-E Firm or RFP Contractor

29. Produce a submittal register database file from SpecsIntact.

30. Deliver to Corps Project Manager

Refer to *Delivering Project Specifications* [[INSP09L0](#)]

If SOW requires Amendment Preparation, goto task #31. Otherwise, End of activity.

A-E Firm or Designer

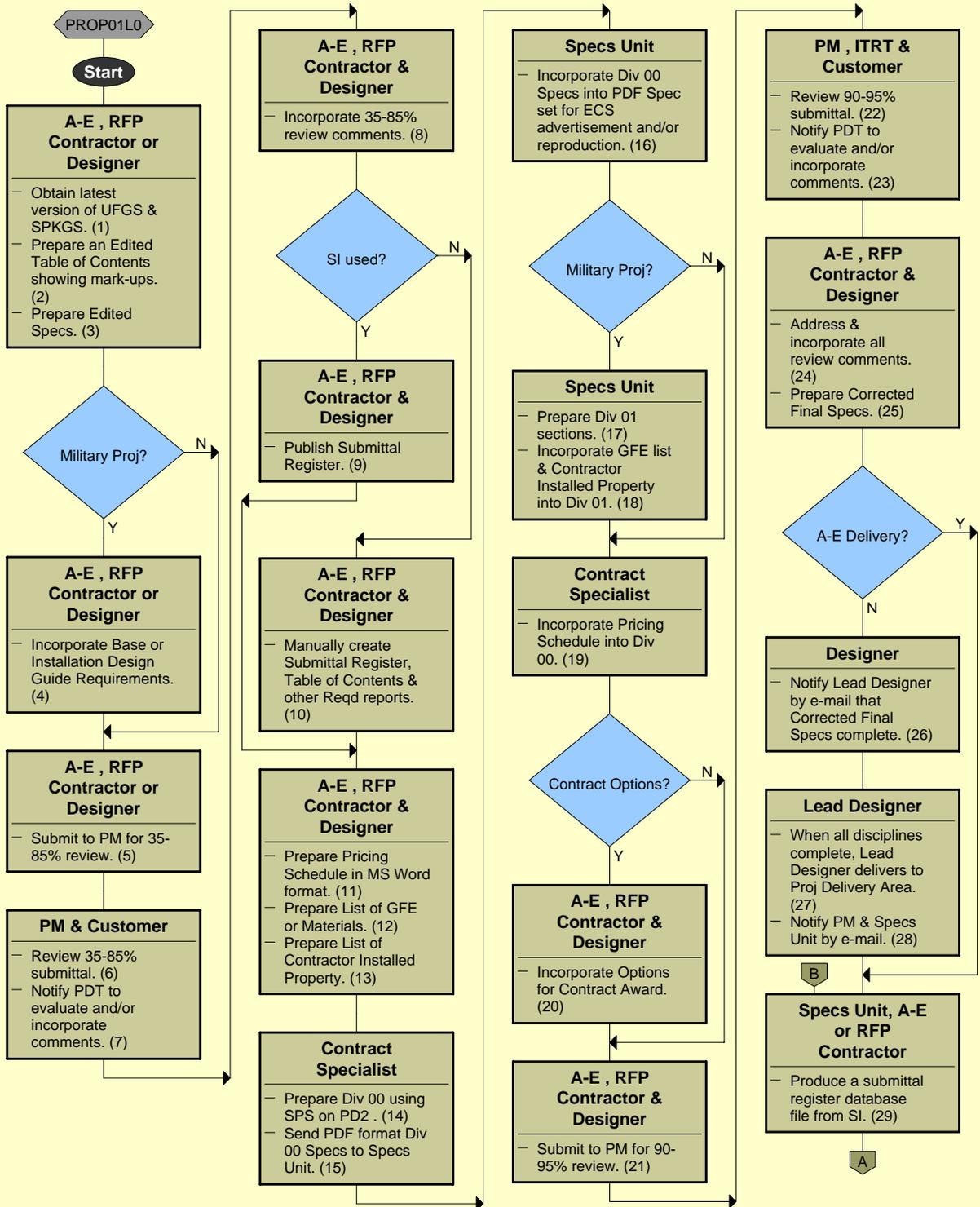
31. Prepare amendments to advertised specifications.

Refer to *Preparing Amendments in SpecsIntact* [[INSP04L0](#)]

If Change to Submittals, goto task #29. Otherwise, goto task #30.

Flow Chart

Preparing Project Specifications



Preparing Project Specifications

