

Design Standards Letter

Letter Number: D-1999-14

Letter Date: 09/07/1999

Effective Date: 09/01/1999

Section/Plan No.: None

Subject: Dual Units Job Special Provisions

Body

Design Division's Standards Section has revamped the job special provision database to dual units in AmiPro and Word 97, effective September 1, 1999. As indicated in the database, all existing job special provisions were updated, reformatted and alphanumerically renumbered to reflect the changes.

The documents can be accessed by viewing, detaching or launching in AmiPro and/or Word 97. The documents can be manipulated using the existing format to process or modify the text before sending them to the Support Center. This allows easy compilation of documents in the contract proposals because of the uniformity of handling all documents extracted from the database.

Moreover, our external customers will be able to process their documents in Word and send them to MoDOT for appendage to other documents at the Support Center. The website has been redesigned and the link to job special provisions enhanced for easy access. However, we are currently waiting on Information Systems Division to activate the new link, but this should be accomplished by September 10, 1999. Until then, consultants shall contact their respective project contact person for any job special provisions they need.

For uniformity of developing job special provision from the districts and consultants, formatting instructions was written and placed in the database and can be accessed under section 0002 of the job special provision database. Every user is requested to adhere to the format in order to produce uniformity in job special provision writing.

ibo