

Design Standards Letter

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Section/Plan No.: None

Subject: Job Special Provisions

Body

A new method of distributing Support Center standard Job Special Provisions (JSPs) to district offices has been developed . The JSPs are contained in a Lotus Notes database, making the process of maintaining and distributing JSPs more efficient.

Anyone who requires access to Job Special Provisions will need Lotus Notes.

Several views are available to display different indexes of JSPs contained in the database. The views allow display of either English or Metric JSPs, and allow display by name, title, or section. The "Current JSP" views show only JSPs that are effective for the current or future bid openings. The "Outdated JSP" views show only JSPs that are no longer effective, providing a historical reference. "All JSP" views show current, future, and outdated JSPs.

When new JPSs are created or existing JSPs are revised, the new or revised JSPs will automatically be replicated to the districts in Notes. These new or revised JSPs will appear as "unread" documents in the JSP database for each user. One of the fields in the database contains explanatory notes such as documentation of the reason for the JSP, instruction on when or why to use the JSP, or detail on why and how the JSP was revised. General letters describing revisions to Job Special Provisions would be redundant, and will be discontinued after June, 1997. Until JSPs are available over the Internet, this office will continue to provide revised JSPs to consultants working on MoDOT projects on a quarterly basis.

Two other fields in the JSP database contain a "first effective bid opening date" and a "last effective bid opening date." When a JSP (or revision) is created, the first effective bid opening date will be filled in. When a JSP is revised, the old version will also have the last effective bid opening date filled in. This defines the period through which the old version is to be used, before the new version becomes effective. For this reason, more than one version of a JSP may appear in the "Current JSP" views. When its last effective date has passed, the old version will be moved to the "Outdated JSP" views.

In the past, DSP numbers were assigned to JSPs according to year and month the JSP was created (i.e. DSP-96-10 was created in October of 96). This led to multiple JSPs with

identical DSP numbers. As JSPs are added to the Notes database, the DSP numbers will be reassigned according to year and the number of JSPs created in that year. DSP-96-10 will be the tenth JSP created in 1996. This numbering scheme matches that used by the Materials Division for Materials Special Provisions (MSPs).

The project manager is to sign and seal the index of Job Special Provisions.

As stated in General Letter No. 15, 1996, any revisions made by district personnel to Support Center standard JSPs must have the concurrence of the Design Division Engineer. The cover letter for the project proposal must include a statement that such concurrence has been obtained. The Design Standards section will review these revised JSPs for content and conformance to Department standards. If possible, send them to the Support Center through Lotus Notes for review prior to the deadline for sending plans. This will expedite the process and help eliminate last minute changes.

District personnel must remove the DSP number from any revised JSPs, both in the index of JSPs and in the title of the revised JSP.

The Support Center will continue to insert Standard JSPs into the proposal. Any JSP that includes the DSP number in either the index or the title is assumed to be the standard JSP. The Support Center will replace those JSPs with the most current standard, regardless of whether the District included the body of the JSP in the proposal. This will allow the Support Center to focus its review on only those JSPs created or revised by the district. Any revision to a district JSP proposed by this office will be provided to the district for approval.

Please refer any questions to Pat McDaniel, 573-526-2903, or Brian Haeffner, 573-526-4331.

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